

DHARMA

ACCOUNTANT

Based: Abu Dhabi or Remote

Reporting to: CFAO

Start date: ASAP

ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience.

Dharma is a fast-growing, travel-tech startup based in London, UK and Abu Dhabi, UAE. Our innovative business model creates, builds, launches, and operates private-label travel brands for the world's most iconic people and brands. We are proud to have happy clients across a range of industries from best-in-class fitness companies to A-list celebrities. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.

RESPONSIBILITIES

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Processing of balance sheets, income statements and other financial statements according to company accounting and financial guidelines.
- Reviewing of expenses, payroll records etc. as assigned.
- Ensuring all transactions are recorded in time and with proper supporting, verification, and also valid approvals only.
- Responsible for verifying all types of vouchers i.e. Cash-Bank Receipts & Payment, Booking Liability, Invoicing and Journal Vouchers.
- Verifying Weekly Reconciliation Statements and ensure all financial information is recorded accurately.
- Daily/Monthly update of aging of the Accounts Receivables / Payables.
- Perform and produce monthly management accounts, cash flow forecasts and other schedules, including budget versus actual analysis.

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- Update records for Fixed Assets and depreciation schedule of all other financial documents as necessary.
- Maintain and monitor trip level budgets, trip level cash flow and expenses.
- Perform variance, cost and other accounting analysis to identify and resolve discrepancies.
- Liaison with auditors to ensure appropriate monitoring of company finances is maintained.
- Support tax advisors in the preparation of VAT returns.
- Assist in Admin related tasks as required including but not limited to business license renewals, bank KYC requirements and Visa processing requirements

QUALIFICATIONS

- 5+ years of experience in a similar position
- Bachelor's degree in Accounting or similar
- CPA License is an advantage
- Expert in Xero accounting Software (or similar) is a requirement.
- Knowledge and familiar in project management tool monday.com is an advantage
- Experience in a company within the travel industry is an advantage
- Experience with financial reporting requirements
- Impeccable attention to detail
- Must be team oriented and extremely motivated at the idea of building our company's accounting policies and processes
- Ability to operate in a fast-paced startup environment and work under pressure
- Strong organisational skills and the ability to set priorities and meet deadlines

HOW TO LEARN MORE

Thank you for your interest in DHARMA. We genuinely appreciate your enthusiasm.

To apply for this position, please send us your résumé and cover letter. Feel free to submit the form linked [here](#) or send us an email at jobs@seekdharma.com. Our hiring team will be in touch within five working days to update you on the status of your application.