

Accounting & Finance Professional – VAT & ERP Expertise (German-Speaking)

(m/f/d) – Full-time, Monday to Friday

Location

JLT, Cluster C, Dubai, UAE

Job Type

Full-time, Monday to Friday

Salary

Permanent Salary from 10,000.00 AED per month (based on qualifications and experience)

Company

We are a dynamic and growing company based in Jumeirah Lakes Towers (JLT), Dubai, looking for a highly skilled Accounting & Finance Professional with German language skills to manage and support our cross-border financial operations. If you have experience in accounting, VAT compliance, ERP systems, and enjoy working in an international setup, we would love to hear from you.

Job Description

As an Accounting & Finance Professional, you will play a key role in managing the financial processes of our UAE entity and coordinating accounting tasks for our operations in Germany and Austria. Working from our office in JLT, Dubai, you will collaborate closely—entirely digitally—with our Austrian finance team and external partners.

Your structured, detail-oriented working style and strong accounting know-how will make you an essential part of our finance team.



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Your Responsibilities:

- Full bookkeeping of the Dubai entity using Zoho Books
- VAT accounting and coordination with external tax advisors in the UAE
- Reviewing, creating, and processing incoming and outgoing invoices for our German and Austrian entities using our ERP system AP+
- Managing dunning processes and monitoring factoring transactions
- Supporting correct financial data entry into BMD in cooperation with our Austrian-based financial accountant
- Assisting with monthly/yearly closings and audits
- Mid-term responsibility for treasury-related tasks such as cash flow management and intercompany transactions

Your Benefits:

- Full-time position, Monday to Friday, offering a strong work-life balance.
- Competitive permanent salary from 10,000.00 AED per month (depending on qualifications and experience).
- Modern office environment in JLT, conveniently located near a metro station.
- Opportunity to work in an innovative, dynamic, and growth-oriented company.
- Long-term career prospects with room for professional development.

Your Requirements:

- Several years of experience in accounting, VAT filing, and financial administration
- Strong ERP knowledge (ideally AP+) and accounting software experience (Zoho Books and BMD)
- Fluent German (mandatory) and confident English communication skills
- Proficiency in Microsoft Excel and general MS Office tools
- Highly accurate, structured, and independent way of working
- Experience in cross-border finance is a plus Independent, structured, and detail-oriented working style.

Questions & Application

If you are an organized, detail-oriented professional passionate about supporting sales operations and ensuring customer satisfaction, we invite you to apply. Submit your resume and cover letter highlighting your experience and qualifications. We look forward to reviewing your application and potentially welcoming you to our team.

Website www.comco-epp.com/en/company/careers/

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