

**Production Accounts Assistant:**

**Salary Range is in Dhs. 10286/- – 131130/- (including allowances)**

➤ **Basic Function:**

+ Carries out all accounting activities related to production accounting, receipts, inventories, sales and transfer of hydrocarbon materials flowing through the Refinery; includes accounts for utilities generation, consumption and distribution. Utilizes computer applications to calculate, verify, reconcile, and compile data in line with ADNOC's management information system requirements. Prepares periodic management reports, such those used for fiscal accounting of the Company

+ **Minimum Requirements:**

- ✓ Higher Diploma in Chemical Engineering Technology (3 years) or equivalent.
- ✓ 5 years experience in production accounting in a similar industry.
- ✓ Proficiency in standard spreadsheet and database management applications.
- ✓ Good knowledge of written and spoken English.