

Job Title: Accounts Manager

Reports To: CEO

Location: Dubai, UAE

Employment Type: Full-time

About the Company

Zed Capital is a UAE-based private group with a bold vision to build and grow innovative businesses across real estate, hospitality, retail, and lifestyle sectors. The group's diverse portfolio includes leading brands like Zed Living; and I AM THE COMPANY a cutting edge online everyday luxury brand.

At Zed group of companies, we believe in creating experiences that enrich lives, combining forward-thinking strategy with an entrepreneurial spirit. With creativity, quality, and purpose at our core, we're redefining how people live, stay, and engage across our platforms.

About the Role

The Accounts Manager will lead the finance function for real estate projects, overseeing financial reporting, budgeting, compliance, and project-specific accounting. The role requires deep knowledge of real estate brokerage and development finance, with a hands-on approach to process improvement, internal controls, and client account management.

Key Responsibilities

- **Financial Reporting:** Draft monthly, quarterly, and annual financial statements. Prepare accurate monthly fund position reports and ensure all transactions are recorded within the correct accounting period.
- **Month-End Close:** Ensure timely and accurate posting of all expenses, receipts, accruals, and journal entries.
- **Sales & Income Analysis:** Review financial reports, analyse actual vs. forecasted sales/income, and recommend improvements for planning accuracy.
- **Vendor & Prepaid Management:** Process vendor payments, track prepaid expenses, and maintain up-to-date records based on contractual terms.
- **Sales & Leasing Reporting:** Maintain accurate reporting systems for all sales and leasing transactions. Provide periodic updates and reports to senior management.
- **VAT Compliance:** Maintain VAT input/output logs, ensure timely filing of quarterly VAT returns, and support audits as required.
- **Budgeting & Forecasting:** Lead annual budget planning and rolling forecasts in collaboration with department heads.
- **Petty Cash Oversight:** Monitor and review petty cash reports and ensure proper documentation and approvals.
- **Payroll & AML:** Oversee payroll processing and ensure compliance with Anti-Money Laundering (AML) requirements related to client transactions.

Project-Based Financial Management

- **Client Account Management:** Maintain mirrored project bank accounts to reconcile incoming payments with corresponding client ledgers.
- **Collections Follow-Up:** Liaise with agents and clients to follow up on pending payments per signed Sale & Purchase Agreements (SPAs).

- **Sales Documentation Review:** Review SPAs and Purchase Agreements for financial accuracy before final approval and signatures.
- **Custom Reporting:** Generate ad-hoc reports including booking status, sales progress, collection summaries, and profitability insights.
- **Regulatory Compliance:** Ensure full compliance with RERA and DLD regulations, including escrow and AML reporting.

What We're Looking For

- Bachelor's degree in Accounting or Finance; CMA, CPA, or similar certification preferred.
- Minimum 8+ years of accounting experience with at least 2/3 years in a **Real Estate/Developer or Brokerage** company in the UAE.
- Strong knowledge of general ledger, month-end/year-end close, and project-based financial reporting.
- Advanced MS Excel skills (Pivot Tables, VLOOKUP, data analysis).
- Proficient in Tally Prime or similar accounting software.
- In-depth understanding of UAE VAT regulations, RERA/DLD compliance, and escrow mechanisms.
- Excellent attention to detail, communication skills, and ability to manage multiple stakeholders.
- Proactive mindset with the ability to improve financial controls and reporting efficiency.

Why Join Us?

- Be part of a dynamic, diverse team driving a fast-growing multi-brand group.
- Work in a collaborative environment where ideas come to life.