

Job Title: Accountant
Reports To: Accounts Manager
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 Senior Accountant will oversee day-to-day financial operations, maintain accurate financial records, ensure compliance with UAE VAT and regulatory standards, and support management with timely reporting and financial insights. The role requires a strong understanding of real estate accounting practices, including revenue recognition from property sales and leasing, project costing, and property management.

Key Responsibilities

- **Financial Management:** Maintain accurate financial records for all real estate transactions, including property sales, lease agreements, commissions, and escrow accounting.
- **Bookkeeping & General Ledger:** Record daily financial transactions related to real estate activities—sales, rental income, property expenses, and collections.
- **Financial Statements:** Prepare monthly, quarterly, and annual financial statements including profit & loss, balance sheet, and cash flow specific to real estate operations.
- **Bank Reconciliation:** Conduct bank reconciliations, including project accounts, ensuring proper fund allocation and compliance.
- **Accounts Payable & Receivable:** Manage real estate-specific AP/AR cycles—supplier payments, developer commissions, rental collections, and receivables aging.
- **VAT & Tax Compliance:** Ensure compliance with UAE VAT laws on real estate transactions including commercial/residential classifications and prepare VAT filings accurately.
- **Budgeting & Forecasting:** Assist in preparing project wise budgets, cash flow forecasts, and expense tracking for development and leasing projects.
- **Audit Support:** Coordinate with external auditors, preparing real estate-specific reports and supporting documents including tenancy contracts and escrow records.
- **Management Reporting:** Generate financial reports with KPIs on property sales, occupancy rates, rental yields, and project profitability.
- **Cost & Margin Analysis:** Provide analysis on project margins, cost controls, and pricing structures for real estate developments.
- **Compliance & Documentation:** Ensure adherence to RERA, DLD, and other regulatory body requirements in financial documentation and reporting.
- **Ad-hoc Financial Support:** Support leadership with data-driven financial insights for feasibility studies, investment decisions, and cost optimization initiatives.

What We're Looking For

- Bachelor's degree in Accounting or Finance (CA Inter / CPA / ACCA preferred).
- 5 to 7 years of accounting experience, with at least 2+ years in the UAE real estate industry.
- Strong understanding of real estate finance, escrow management, and VAT application in property transactions.
- Proficiency in accounting software (e.g., Zoho Books, QuickBooks, Tally); ERP or CRM experience in real estate is a plus.
- Strong MS Excel skills (pivot tables, dashboards, VLOOKUPS, etc.).
- Detail-oriented with strong analytical, organizational, and communication skills.
- Ability to work independently, manage multiple priorities, and meet deadlines.

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.