

Energy without limits .



Join a successful growing  
worldwide business.

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



## Job title Finance Assistant

Location	Abu Dhabi, United Arab Emirates
Contract	Full-time, permanent
Responsible to	Finance Manager – Middle East
Core purpose	<ul style="list-style-type: none"><li>• Ensure accurate, timely, and compliant financial processing across vendor management, accounts receivable, and month-end reporting to support the company's operational and financial objectives.</li><li>• Maintain strong stakeholder relationships and support effective cash-flow collections, and audit processes while upholding OEG Group values.</li></ul>
Key responsibilities and accountabilities:	<ul style="list-style-type: none"><li>• Process vendor invoices accurately and in a timely manner, ensuring compliance with company policies and procedures.</li><li>• Set up new vendors and liaise with the Procurement team to ensure all onboarding documentation is complete and compliant with company policies and procedures.</li><li>• Respond to and resolve ad-hoc supplier queries in a timely and professional manner.</li><li>• Perform monthly reconciliation of GRNI accounts.</li><li>• Prepare and perform monthly reconciliations of vendor statements.</li><li>• Support and execute month-end processes in accordance with reporting deadlines and internal processes.</li><li>• Prepare monthly vendor payment runs.</li><li>• Manage cash collection activities, ensuring outstanding debts are collected in line with agreed customer credit terms and company policies.</li><li>• Liaise with Finance Administrators to ensure invoice queries are resolved promptly.</li><li>• Work closely with the Business Development team to raise awareness of overdue accounts and late collections.</li><li>• Hold monthly DSO (Days Sales Outstanding) meetings and coordinate follow-up meetings as required.</li><li>• Liaise with Finance Administrators to ensure proforma invoices are prepared and submitted promptly.</li><li>• Allocate customer payments accurately and in a timely manner, ensuring accounts are up to date.</li><li>• Perform month-end reconciliation processes to upload invoicing data from CSAM to Access Dynamics.</li><li>• Prepare supplementary revenue reports as part of the month-end reporting process.</li></ul>

	<ul style="list-style-type: none"> <li>• Support the preparation and updating of the twice-monthly cash flow forecast.</li> <li>• Provide support to the Senior Accountant as required, assisting with ad-hoc tasks and financial activities.</li> <li>• Support financial and ICV audits by providing required documentation, responding to queries, and assisting with audit processes.</li> <li>• Adhere to and actively promote OEG Group values in all aspects of work.</li> </ul>
QHSE responsibilities	<p>To have an understanding of the areas of OEG QHSE Management Systems and Aims and Objectives relevant to the role.</p> <p>Comply with the requirements of OEG Policies and the responsibilities within the wider QHSE Management Systems.</p> <p>Promoting:</p> <ul style="list-style-type: none"> <li>• A proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes and performance.</li> <li>• Environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.</li> <li>• A quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.</li> </ul>
Skills and experience:	<ul style="list-style-type: none"> <li>• Strong financial and accounting knowledge with 5+ years of relevant experience.</li> <li>• Proficient in Microsoft Office (particularly Excel), and experienced with Access Dimensions, C-Sam and Vena.</li> <li>• Independent, structured, committed and results-oriented with a strong attention to detail.</li> <li>• Strong organisational skills with the ability to manage priorities effectively and ensure deadlines are consistently met.</li> <li>• Deliver excellent customer service, always maintaining professionalism and responsiveness.</li> <li>• Strong English communication skills, both written and oral.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Bachelor's degree or Diploma in Finance is preferred.</li> </ul>



## Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

## Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

## How to apply

To apply for this open vacancy, then please submit your application via [LinkedIn](#).

---