



arena

## FREELANCER POSITION DESCRIPTION

POSITION TITLE: Accounts Payable Specilaist

Department: Finance & Administration

Reporting to: Junior Financial Controller

Grade: N/A

Date approved: August 2025

### OUR VISION

ASM Global's vision for the Coca-Cola Arena is to provide a state-of-the-art multipurpose indoor Arena with impeccable management to establish it as the region's premier entertainment and sports venue for UAE residents and tourists. To achieve this and to drive inbound tourism, the focus must be on securing premier events, delivering world class branding and marketing, the very best practice's, customer service and operating efficiencies.

### OUR MISSION

To be an iconic international standard multipurpose indoor Arena that will place Dubai on the international touring circuit for world-class entertainment and indoor sports to enhance the lives of residents of the UAE and generate significant ongoing growth of inbound tourism to Dubai.

### OUR COMPANY VALUES

**ACCOUNTABILITY** - We follow through on everything and do what we say we are going to do. We believe in taking responsibility for our actions and consistently performing to world-class standards. We have an obligation to create financially sustainable practices and to always remain commercially prevalent.

**DIVERSITY** - We believe diversity is the foundation to our success. By being inclusive, celebrating all our unique points of view and experiences, and most importantly - embracing and encouraging our people to be their authentic self. Diversity is powerful and a champion for change.

**RESPECT** - We respect our team of people and treat everyone with politeness and kindness, which in turn creates a culture where individuals feel valued and appreciated. When we respect each other, our level of trust grows and support increases, creating high performing teams.

**SAFETY** - We believe safety is non-negotiable, core and part of our business - in everything we do. A safe environment creates a great environment. Safety first, every time.

**INNOVATION** - We believe innovation and creativity is the key to being leaders in entertainment. Innovation is not always easy but the right returns brings value, possibilities and opportunities for our stakeholders.

**INTEGRITY** - We treat people the way we want to be treated. We undertake our work ethically and honestly and communicate openly and regularly. Integrity is the essence of who we are.



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### POSITION PURPOSE:

1. Ensure the accurate, timely and smooth operation of the following areas:
  - Accounts Payable & Receivable.
  - General finance tasks and administration.
2. Participate as a member of the Finance team by following strategic plans, departmental objectives, annual forecasts and budget targets.

AREAS OF RESPONSIBILITY	PERFORMANCE STANDARDS
<b>Accounts Payable</b>	<ul style="list-style-type: none"><li>◆ Prepare and process payments</li><li>◆ Supplier reconciliation</li><li>◆ Assist in month end closing process</li><li>◆ Manage the payable ledger</li><li>◆ Post purchase invoices/credit notes in system</li><li>◆ Collaborate with cross functional department for PRs and Pis posting</li><li>◆ Ensure compliance with company policies and VAT law</li><li>◆ Assist in the preparation of audit schedule and support audit activities</li><li>◆ Allocate purchase invoices and credits</li><li>◆ Ensure no credit balances</li><li>◆ Full monthly reconciliation of the ledger</li><li>◆ Prepare vendor ageing</li><li>◆ Set up and maintain vendor accounts</li><li>◆ Maintain vendor relationship and address and inquiries or discrepancies</li><li>◆ Maintain organized and up-to-date records of invoices, payments, and related documentation</li><li>◆ Preparing and allocating payment runs</li></ul>
<b>Accounts Receivable (if required)</b>	<ul style="list-style-type: none"><li>◆ Manage the Sales Ledger</li><li>◆ Raise Sales invoices and credits</li><li>◆ Allocate Sales invoices and credits</li><li>◆ Ensure no debit balances</li><li>◆ Full monthly reconciliation of the ledger</li><li>◆ Set up and maintain customer accounts</li></ul>
<b>General tasks</b>	<ul style="list-style-type: none"><li>◆ Daily cash and cheque reconciliation</li><li>◆ Daily bank reconciliation across all accounts</li><li>◆ Manage petty cash</li></ul>



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AREAS OF RESPONSIBILITY	PERFORMANCE STANDARDS
	<ul style="list-style-type: none"><li>◆ Preparing and releasing of customer and payment vouchers</li><li>◆ Point of contact for account queries relating to customers and vendors</li><li>◆ Checking and processing employee expenses</li><li>◆ Raising any discrepancies relating to invoices and treasury to the Management Account</li><li>◆ Any other ad-hoc duties as requested by your manager</li></ul>
<b>Quality Assurance, Compliance &amp; Effectiveness</b>	<ul style="list-style-type: none"><li>◆ Ensure you are familiar with and implement all QA requirements in areas under your responsibility and report any deviations to your manager.</li><li>◆ Compliance with legislation and company policy</li><li>◆ Adequate control measures for risks are maintained</li><li>◆ Understanding and commitment of staff to policies, processes and procedures.</li><li>◆ Effective corrective and preventive actions to maintain effective processes.</li><li>◆ Drive continual improvement of processes and procedures.</li></ul>

GENERAL RESPONSIBILITY	PERFORMANCE STANDARDS
<b>Promotion of the Arena services and facilities to clients</b>	<ul style="list-style-type: none"><li>◆ Friendly, professional communication</li><li>◆ Cooperation and willingness to assist</li><li>◆ Positive image portrayed reflecting a professional company image</li><li>◆ Commitment to Arena vision, mission and company values</li></ul>
<b>Work Ethic</b>	<ul style="list-style-type: none"><li>◆ Lead by example and act as a role model, ensuring all work practices are conducted in a professional manner.</li><li>◆ Communication is open, transparent and positive</li><li>◆ Communicate regularly and effectively with all departments</li><li>◆ Demonstrate cultural competence and show respect to team</li></ul>



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GENERAL RESPONSIBILITY	PERFORMANCE STANDARDS
	<ul style="list-style-type: none"><li>◆ Be punctual and on time for work and meetings</li><li>◆ Ensure grooming and dress code is professional and respectful of the Middle East environment.</li><li>◆ Efficient and consistent work practices.</li><li>◆ Ensure confidential meetings/discussions are kept confidential</li><li>◆ Adhere to ASM Global Code of Business Conduct at all times</li></ul>
<b>Stakeholder Relationships</b>	<ul style="list-style-type: none"><li>◆ Ensure communication is timely, open, honest and transparent.</li><li>◆ Build, develop and maintain relationships with all key stakeholders.</li><li>◆ Meet regularly with key focal points from the owner.</li><li>◆ Report any serious issues or concerns with the owner to the Junior Financial Controller.</li><li>◆ Ensure all communications, verbal or written is conducted in a timely and efficient manner.</li></ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"><li>◆ Timely response to any issues or situations</li><li>◆ Provide client and or team feedback</li><li>◆ Identify any potential issues or areas of concern, and come up with ways to improve and resolve situations</li></ul>
<b>Report any damages to property or equipment</b>	<ul style="list-style-type: none"><li>◆ Follow correct procedures and report any damages</li><li>◆ Ensure correct paperwork is completed and submitted in a timely manner</li><li>◆ Contact Director of Assets for anything urgent</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>◆ Perform other duties as directed by the Junior Financial Controller.</li><li>◆ Perform other reasonable duties as directed from time to time.</li><li>◆ Be flexible and willing to undertake all tasks and activities.</li></ul>



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## PERSONAL SPECIFICATIONS:

POSITION		ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Degree or certification in Finance & Administration, ACCA or any other relevant qualification		✓
<b>Experience</b>	Minimum 4-6 year's experience in similar role Previous experience in the UAE, preferably in the event industry Excellent oral and written communication skills Previous experience in events Fluent in Arabic and English	✓  ✓ ✓	✓   ✓
<b>Other requirements</b>	Driving license and car		✓
<b>Skills and Knowledge</b>	Ability to work unsupervised	✓	
	Strong presentation and communication skills	✓	
	IT literate including the full Microsoft Office Suite	✓	
	Ability to work with multicultural team	✓	
	Listening skills	✓	
	Creative thinking	✓	
	Influential communicator	✓	
<b>Personal Qualities</b>	Friendly and amicable personality.	✓	
	Excellent communication skills at all levels.	✓	
	Excellent internal and external stakeholder management skills	✓	
	Excellent personal presentation and grooming.	✓	
	Willingness to work as a team member.	✓	
	Willingness to accept direction.	✓	
	Well organised.	✓	
	Can do attitude without compromise of safety.	✓	
	Attention to detail.	✓	
	Ability to work under pressure and meet deadlines.	✓	
	Proven ability to use initiative.	✓	
	Flexibility with working hours.	✓	





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	Energetic	✓	
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I have read the Position Description detailed above and I fully understand and accept the position as described therein.

© ASM Global	Consultant's Name	Department:
Venue: Coca-Cola Arena	Consultant's Signature	Date: