

Job Profile

This form has been designed to:

1. Provide a clear and concise description of the role
2. Clarify its immediate objectives/contribution to DFSA
3. Act as a detailed brief for HR and external recruitment agencies

Job Title:	Summer Trainee
Department:	Finance / Office Administration
Reports to:	Amy Fernandes Officer, Finance
Location:	Dubai Financial Services Authority, DIFC, Dubai, UAE
Direct Reports:	None
Overall Job Purpose:	To provide assistance to Finance and Office Administration Teams on a wide range of activities, including procurement, HSE, and facilities maintenance.

Key Activities:

1	Assist with Finance processes relating to general procurement including requisitions, purchase orders and invoicing
2	Provide administration support for Finance and Office Administration Teams
3	Assist with maintenance procurement activities
4	Assist with Offsite Archival
5	Arrange and support office maintenance activities
6	Arrange and support Health, Safety & Environment activities

Experience, Knowledge and Qualifications required for Job

Experience	N / A
Knowledge	Some knowledge of finance helpful. Knowledge of Microsoft Office suite
Qualifications	Current undergraduate in Finance / Accounting / Business, desirable but not essential.
Languages	The ability to communicate effectively in both spoken and written English is essential. IELTS 5.0
Competencies	Excellent interpersonal and communication skills Excellent analytical and numerical skills Self-starter and organised