

## **POSITION: SENIOR ACCOUNTANT**

### **A. JOB DESCRIPTION**

#### **1. Accounting:**

- To maintain full sets of accounts within the Group;
- To implement profit and cost centers accounting;
- To ensure real time accounting data and reports using accounting software;
- Ensure accurate and timely reporting of monthly management accounts and supporting schedules / reports on the group subsidiaries;
- To ensure effective cash flow management and planning for overall group requirements;
- Consolidation of group accounts and inter company transactions;
- Prepare financial and business reports for the Management and Board of Directors covering actual/estimate financial results, profit & cost centers, project profit & loss and etc;
- Liaise with auditors, tax agents, banks and authorities;
- Overall responsible on the group's financial reporting ensuring accuracy of financial results and compliance with International Financial Reporting Standards ("IFRS") and Saudi Arabia accounting standards, SOCPA;
- Monitor and ensure that financial reporting of the Company is kept up to date with changes in relevant governing standards/rules/regulations;

#### **2. Financial Planning:**

- To direct financial and accounting functions on budgeting, forecasting and financial analysis of the Company;
- Review annual tax and zakat computation for the group of companies ensuring tax/zakat compliance, planning and provisions if required;
- Assist in ad hoc assignment review and analyze the Group's financial performance (including monitoring divisions/subsidiaries financial performance) against annual financial plans and previous year
- Coordinate with all relevant division / department / personnel to complete the overall group's annual budgeting exercise. Continuous monitoring of the actual monthly results against budget;

### **B. REQUIREMENT:**

- Degree in Accounting or professional accounting qualifications (CA/CPA is a plus);
- Minimum 5 years working experience in financial services or project management;
- English and Arabic is a MUST;
- IT savvy with good skills in Ms Excel and accounting software;