

F&B Middle East

JOB DESCRIPTION

Job Title	Accountant	Job Description No.	FB/CGA/6-001
Department	Corporate	Reports to	Managing Director and/ or Project Manager
Category	Finance and Control	Reporters	None
Hours	Full time 40 hours per week	Working Days	Sunday to Thursday

Basic Purpose

To prepare and maintain the accounts of F&B Middle East and its related companies applying IFRS accounting principles. The role of the Accountant is to prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

Job Responsibilities

S. No.	Major Tasks and Responsibilities
1	Compile and analyze financial information to prepare financial statements including monthly and annual accounts
2	Ensure financial records are maintained in compliance with accepted policies and procedures
3	Ensure all financial reporting deadlines are met
4	Prepare financial management reports
5	Ensure accurate and timely monthly, quarterly and year end close
6	Assist resolving accounting discrepancies and irregularities
7	Continuos management and support of budget and forecast activities
8	Develop and maintain financial database
9	Financial audit preparation and coordination of the audit process
10	Ensure accurate and appropriate recording and analysis of revenues and expenses
11	Analyse financial information for efficient use of resources and procedures

Qualifications

1	Excellent organization and administration skills
2	Good communication skills

3	Knowledge of accepted accounting standards, practices and principles
4	Knowledge of economic principles and auditing practices
5	Team player capable of working in a multi-disciplinary environment
6	Ability to assist in managing complex projects
7	Willingness to travel and occasionally work out of office hours

Job Requirements	
Language	Fluent in English (Arabic of advantage)
Computer Skills	Word-processing, Spreadsheet, Presentation, Accounting software
Education	Degree in Accounting or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above
Others	Excellent oral/written communication and planning skills. Ability to work with people.
Work Experience	Starting from entry level

Major Accountabilities	
Efficient management of job related tasks and timely completion	
Accurate and timely execution of assigned tasks	
Communication skills internal and external	
Assistance in financial control of the Company	