

Chief Accountant/ Finance Manager

Job Description

Key Responsibilities:

- Plan, analyze, and develop financial strategies for the company.
- Supervises and manages all aspects of the accounts department.
- Formulate strategies and enable all financial resources to optimize organizational liquidity and service of capital for the Company.
- Manage asset growth and minimize risk exposure of all investments.
- Manage, analyze and ensure all financial controls (both internal and external), revenue targets, profits and any corrective actions are taken to guarantee alignment with the company's financial objectives.
- Ensure that the company has an effective tax structure on all of its investments and assets.
- Control the accounting process, design and track financial data, plans and projections.
- Develop and maintain productive relationships with auditors, bankers, and other financial institutions.
- Makes budget recommendations for various departments.
- Reviews and approves monthly, quarterly and year end accounting statements and reports.
- Reviews and approves payments such as reimbursements, payments on accounts, vouchers, checks, etc.
- Perform other related duties as requested.

Skills

Qualification and Skills:

- Degree from reputable University
- B.Sc. in Accountancy, CPA
- 10 years experience in his field
- Must have GCC experience
- Excellent interpersonal and relationship skills
- Ability to work under pressure
- Creative and team player
- Dynamic with research and survey skills
- Hunt and analyze new opportunities
- Excellent oral and written communication skills
- Possess strong techno-commercial, mass management, analytical, communication and presentation skills

- Knowledge of tendering process and proposal development
- Computer Literacy