

## Job Description

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### Manager Accounts

<b>Job Code</b>		<b>Job Group</b>	
<b>Job Title</b>	Manager Accounts	<b>Department</b>	Finance
<b>Location</b>		<b>Reporting to</b>	
<b>Revision Date</b>		<b>Version</b>	

<b>Job Holder</b>		<b>Date of Joining</b>	
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### JOB DESCRIPTION

#### Summary/ Objective

**\*\*Only Bahraini nationals will be considered.**

This position is accountable for the financial operations of the company. This will include the production of periodic financial reports, maintenance of an adequate system of accounting records. You will establish a comprehensive set of controls and [budgets](#) designed to mitigate risk, enhance the accuracy of the company's reported financial results and reporting of these. You must ensure your department's results comply with both generally accepted accounting principles and international financial reporting standards.

#### Essential Functions

1. Recommends financial actions by analyzing accounting options.
2. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
3. Prepares payments by verifying documentation and requesting disbursements.
4. Preparing timely closing of monthly/quarterly/Half yearly/yearly consolidated financial statements, cash-flow and reports
5. Ensure the settlements will all Acquirer Banks are reconciled and tallies with the balances of the PayTabs Platform.
6. Manage the available funds for investments and forecast cash flow positions
7. Maintain banking relationships
8. Manage the company budget
9. Perform cash flow forecasting
10. Financial analysis; reviewing the performance of competitors and report on key issues to management
11. Ensure compliance with all relevant legal and regulatory requirements
12. Ensure the necessary control and financial risk management mechanisms are in place
13. Ensure timely preparation of the financial statements and coordinates with external auditors
14. Manage the Company's profit and loss and the reporting of this
15. Ensure all regional financial policies and procedures are aligned with Company strategies and standards
16. Lead the development of the region's budget

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17. Regularly produce and review management financial results, provide analysis of actual vs. plans and recommend corrective actions
18. Consolidate the financial results of the countries within the assigned region
19. Liaise with auditors for annual audit of financial statements
20. Work consultatively with the respective departments on cost reduction initiatives
21. Will be responsible for the computerization of the financial activities.
22. Any other ad hoc projects designated by your line manager or head of department

### Competencies

- Strong commercial and financial acumen
- Excellent time management skills
- Reliable whilst taking a personal responsibility
- Proven track record of short-term and long-term planning and decision-making
- Must have excellent communication and presentation skills
- Strong communication skills in English and preferably also in Arabic
- Keen interest in keeping up to date with changing trends and best practice

### Roles and Key KPIs

1. ....

### Position Type/Expected Hours of Work

These are full-time positions, and regular hours of work and days are Sunday through Thursday, 8:00 a.m. to 5 p.m.; however, this position can regularly require long hours and frequent weekend work.

### Travel

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### Preferred Education and Experience

- 8 years plus experience in finance management, preferably in the GCC region
- Strong experience budgeting, planning forecasting and reporting ability
- Working knowledge of applicable standards, rules, regulations and internal control systems
- Strong data analysis experience
- Bachelor degree in finance, accounting or business administration  
CPA, CFA or similar certification +
- Advanced proficiency in Microsoft Office Programmes
- Strong communication skills in English and preferably also in Arabic

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Signatures

This job family description has been approved by all levels of management:

**Job Description**

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**Employee  
(Name)**

**(Line Manager)  
(Name)**

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**Head of Human Resources  
Elham Mattar**

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