



JOB DESCRIPTION

Job Title **Accountant (Accounts Receivable and General Accounting)**
Department **Finance**
Reports to **Director of Finance**

OVERVIEW

Mainly responsible for the proper accounting of all day-to-day transactions. Actively assist Senior Accountant in discharge of all activities within the Finance & Accounts department.

ROLE AND RESPONSIBILITIES

Primary Responsibilities

- Manage all accounting transactions.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other report.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Responsible for assisting in payable activities & proper filing of documents.
- Ensure all procedures are in place for asset coding & identification and perform depreciation, additions, disposal, capitalization and ensuring that the accounting system is always up to date, performing physical verification exercise on Fixed Assets and Inventories.
- Perform treasury function, including preparing Bank and Cash reconciliations, performing cash counts and related controls.
- Assist in monthly, quarterly & year-end books close reporting, preparing periodic management reports, forecast, target, budget in compliance with business/financial policies and standards.
- Perform controls as required by the Finance Department.
- Coordinate and manage the annual audit process with external auditors.
- Perform other tasks as required from time to time.

Note: The primary responsibilities listed above are illustrative and not exhaustive. Additional responsibilities may be added from time to time depending on organizational requirements.

SKILLS AND COMPETENCIES

- Accounting knowledge with specific reference to invoice processing, accounting of payments.
- Proficiency in Microsoft Office with demonstrated abilities in Excel.
- Analytical expertise and a keen eye for detail and desire to probe further into data.
- The ability to develop strong working relationships and maintain work ethics.
- Expert level experience in multitasking with ability to set priorities as per given situation.
- Ability to stick to time constraints.
- Fluent in English and Arabic (is a plus).



- Good interpersonal, communication and effective time management skills.
- Constant drive for achievement of improved standards of performance and quality.
- Behavioural skills – self-motivated, adaptable, flexible, systematic, analytical, detail oriented and strong team spirit.

EDUCATIONAL REQUIREMENTS / QUALIFICATIONS

- Bachelor Degree in Accounting/Finance or any other equivalent qualification with 3-5 years of relevant experience.
- Proficiency in Microsoft Office Suite and data base management
- Strong knowledge in Microsoft Excel
- Experience working in a Google environment preferred

ACCOUNTABILITIES

- Budgeting
- Monthly, quarterly and annual closing
- Reconciliation
- Financial compliance
- Balance sheet and P&L management

OTHER

- Maintains the highest standards of professionalism, ethics and attitude towards all staff, students, and parents
- Attends training programmes as set by the school
- Performs related duties and special projects assigned
- Active participation in the implementation of the school's events and any other initiatives

KEY COLLABORATION

- Senior Accountant
- Finance Director
- Regional Financial Controller
- Regional CFO

SAFEGUARDING

A commitment to safeguarding and promoting the welfare of children and young people at all times

WORKING CONDITIONS

Working Hours	07:30 – 15:30
Working Days	Sunday to Thursday