



## **BFCBHRJ-049 – Intercompany Reconciliation Officer | Reconciliation | Bahrain**

### **About the role:**

The job holder is responsible for ensuring that all periodical reconciliations pertaining to banks, Intercompany and any other reconciliations that may be required by the management, and/or other internal/external parties are completed accurately and in a timely manner. Further, the job holder is also responsible for ensuring that all investigations, follow up's and escalations of all variances observed, are properly performed, documented, and supported.

### **Your Responsibilities:**

- Reconcile all bank and agent statements in a timely and accurate manner.
- Reconcile all intercompany balances in a timely and accurate manner.
- Review, investigate, follow up and escalate, as necessary, based on the escalation process, any issues observed during the reconciliation process.
- Preparation of the different reports pertaining to reconciliations in a timely and appropriate manner, as per the department policies and procedures.
- Follow up and monitoring of other reconciliations performed by other offices/teams, as per the department policies and procedures.
- Confirm to any Service Level Agreements (SLA's) maintained/entered with other counterparties.
- Any other Ad hoc business related tasks assigned.

### **About You**

You are required to have University Degree in Accounting or Finance.

- Minimum of 3 years' experience in an administration role with exposure to analytical work.
- High level of competence in MS Office
- Excellent verbal and written communication skills in English