



## **BFCBHRJ-050 – Investigation and reporting Manager | Reconciliation | Bahrain**

### **About the role:**

The job holder is primarily responsible for the managing and overall supervision of the day-to-day activities of the investigation and reporting tasks within the reconciliation department.

### **Your Responsibilities:**

- Ensure that all issues observed during the reconciliation process are properly and timely analyzed and reviewed.
- Ensure that all the different reports pertaining to reconciliations, investigations and other requested MIS are prepared in a timely and appropriate manner, as per the department policies and procedures.
- Ensure that a proper register is maintained for all issues raised or investigation cases opened.
- Ensure that proper and timely follow ups are being made with all related departments and other offices on all open items within the different reconciliations, and ensure that they are properly cleared on a timely matter.
- Ensure that unresolved issues and investigation cases, are properly and timely escalated based on the internal escalation policy.
- Liaison with all related counterparties relating to delay in receiving information, and escalate based on the internal escalation policy.
- Follow up and monitoring of other investigations, follows, escalations and reports performed by other offices/teams, as per the department policies and procedures.
- Ensure that the department tasks are in conformity with any Service Level Agreements (SLA's) maintained/entered with other counterparties.
- Provide quality and timely support services to other departments, and offices, wherever needed
- Act as a point of contact between offices for other departments for operational Issues.
- Adhere to department policies, procedures and business processes.
- Follow guidelines and escalate for approval when needed.
- Liaise with Auditors and provide information as necessary.
- Any other Ad hoc business related tasks assigned.



### **About You**

You are required to have an Accounting qualification, either University Degree or Professional Qualification.

- Minimum 5-7 years in a similar role.
- High level of competence in MS Office
- Excellent verbal and written communication skills in English and preferably in Arabic