



BFCBHRJ-087 – Finance Manager | Accounting & Reporting | Bahrain

About the role:

The job holder is primarily responsible for the financial reporting and overall supervision of the Accounting & Reporting Department.

Your Responsibilities:

- Periodic Financial reporting to Management and regulators
- Managing the fund requirements of Service Providers
- Fixed Asset Administration and depreciation calculations
- Intercompany and bank reconciliations
- Supervise branch daily collection reports and escalate exceptions
- Provide quality and timely support services to customer service dept. wherever needed
- Act as a point of contact between offices for other departments for operational issues.
- Adhere to Finance policies, procedures and business processes.
- Follow guidelines and escalate for approval when needed.
- Contribute to an environment of teamwork within the finance team.
- Assume the responsibilities and act accordingly, in the absence of the financial controller.
- Act as a key resource and liaison to other functional areas of the Company's business, building productive cross-functional relationships.
- Liaise with Auditors and provide information as necessary

About You

You are required to have Bachelor's Degree in Accounting or Finance.

- Minimum 3-5 years' experience in similar role or capacity.
- Excellent analytical skills
- Keen attention to detail
- High level of competence in MS Office.
- Excellent verbal and written communication skills in English and preferably in Arabic.
- Excellent organizational and time management skills.
- Ability to work under pressure and to tight deadlines.
- Interpersonal / communication skills