



BFCBHRJ-082 – 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 into with other counterparties.
- Provide quality and timely support services to banks, internal employees and respond to their queries.
- Act as a point of contact between offices for foreign banks and liaise on any issues.
- Provide professional customer service to all related counterparties.
- Adhere to reconciliation related policies, procedures and business processes.
- Follow reconciliation authority guidelines and escalate for approval when needed.
- Process all allotted reconciliations.
- Liaise with Auditors and provide information as necessary.
- Support in the periodic reporting for Management and regulators.
- Contribute to an environment of teamwork within the Reconciliation team.
- Act as a key resource and liaison to other functional areas of the Organization's business, building productive cross-functional relationships.
- Any other Ad hoc business related tasks assigned.

About You

- You are required to have Bachelor's 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 and preferably in Arabic
- Excellent organizational and time management skills
- Ability to work under pressure and to tight deadlines