

**BFCBHRJ-084 – Finance Manager | BFC Payments | Bahrain****About the role:**

The job holder is primarily responsible for the financial reporting and overall supervision of the Finance Department

**Your Responsibilities:**

- Periodic Financial reporting to Management
- Manage Finance related matters in the operations connected to Prepaid Card programs, Wallet operations, Card Processing Services etc.
- Fixed Asset Administration and depreciation calculations
- Intercompany and bank reconciliations
- Prepare and communicate daily management reports
- Report usage trends of cards and wallets
- Prepare periodic reports related to Product Wise Revenue, Profit and Cost & Customer wise revenue and profit
- Work closely with the Operations and Finance Teams of partners like Card Processing Services, Card Schemes/Association, other Third-Party Service providers etc.
- Provide quality and timely support services to General Manager/Head of Finance whenever needed
- Act as a point of contact between offices for other departments for any Financial issues.
- Adhere to policies, procedures and business processes.
- Follow guidelines and escalate for approval when needed.
- Liaise with Auditors and provide information as necessary.

**About You**

- Accounting qualification, either University Degree or Professional Qualification.
- Minimum 6-8 years on similar role
- Analytical skills.
- Attention to detail
- High level of competence in MS Office.
- Excellent verbal and written communication skills in English.
- Excellent organizational and time management skills.
- Ability to work under pressure and to tight deadlines.