

**BFCHRJ - 096 – Accounts Assistant | Group Finance | Bahrain****About the role:**

The Accounts Assistant will be responsible for entering and analyzing financial data. The candidate should be skilled in Bank Reconciliation, working on ERP, Accounts Payable, Accounts Receivable, Financial Analysis and should be able to prepare Journal Ledgers, Profit & Loss A/Cs, Balance Sheets, Cash Flow Statements, Income, and Expenditure Statements, etc.

**Your Responsibilities:**

- Entering data on a timely basis assigned by the Group Finance Controller.
- 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.
- Assist in the preparation of the different reports pertaining to reconciliations in a timely and appropriate manner, as per the department policies and procedures.
- Assist in the follow up and monitoring of other reconciliations performed by other offices/teams, as per the department policies and procedures.
- 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.
- Any other tasks assigned by the Group Finance Controller.

**About You**

- University Degree in Accounting and Finance.
- Minimum of one-year experience in a finance / accounting role with exposure to analytical work.
- High level of competence in MS Office (specially Excel & Power Point) and accounting concept is required.
- Excellent communication skills in English and preferably Arabic.
- Ability to work under pressure and tight deadlines.