

**BFCBHRJ-107 – Accounts Assistant | Group Finance | Bahrain****About the role:**

The job holder is responsible for entering the data, assisting reconciliation of statements and the calculation of foreign currency payments.

**Your Responsibilities:**

- Entering data on a timely basis assigned by the Group Financial 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.
- Any other tasks assigned by the Group Financial Controller.

**About You**

- You are required to have University degree in Accounting or Finance.
- Minimum 1-year with an administration role with exposure to analytical work.
- Analytical skills.
- 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

**Other skills required for the job:**

- Customer service.
- Advanced knowledge of Microsoft Excel and business accountancy packages
- Interpersonal / communication skills.