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Description:

Finance Manager will ensure timely closing of full set of company accounts across several geographies (KSA, UAE and Egypt) and perform project cost forecasts/budgets, cost tracking, monitoring and controls:/

Responsibilities:

Perform financial analysis and reporting to management as needed.

Perform month-end accounting activities such as reconciliations and journal entries.

Coordinate with finance team to complete assigned accounting tasks within deadlines.

Evaluate computerized accounting systems and provide recommendations to management

team for performance improvements.

Generate financial reports and statements to Managers for review.

Analyze financial discrepancies and recommend effective resolutions.

Monitor expenditures, analyze revenues and determine budget variances and report the same to management.

Respond to accounting inquiries from management in a timely fashion.

Provide guidance to other Accountants when needed.

Assist in budget preparation and expense management activities for assigned accounts.

Assist in auditing activities by providing necessary information and preparing requested documentations.

Monitor and record financial transactions according to company policies and regulations.

Review and recommend changes to existing accounting procedures.

Finalizing month-end and year end accounts and prepare monthly MIS report within deadlines

Make sure accounting data being maintained as per audit requirement and ensure timely and efficient Audits (internal and external)

Ensure periodic and day to day Cash flow preparation in time

Support in Budget and forecast exercise and periodic variance analysis

Support in any ad-hoc financial analysis as per business requirements

Ensure timely and accurate distribution of payroll to all employees

Supervise the team of Accountants and ensure timely preparation and managing efficient Invoicing, payments, Receivables and Payables, Fixed Assets, Intangible Assets

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