

Assistant Finance Manager

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Company: Penta Ocean Construction Company

Location: Al Farwānīyah

Category: construction-and-extraction

The Role The AFM is responsible for ensuring that the accounting is carried out in accordance with the principles of correct bookkeeping, local & international regulations and in accordance with the company accounting policy. • Ensure that the Company documentation is organized and complete to meet legal, accounting and Group requirements. • Responsible for optimally managing financial assets and for the safekeeping of the Company's material assets. • Punctually provides local management and its staff with all the economic information and data necessary for effective and successful Company management. Financial Accountancy • Taking charge of financial accounting in accordance with local legal regulations, principles of correct bookkeeping, international accounting standards, and the company accounting policy. • Ensure that all financial reporting deadlines are met. It also includes "quality" of actual results, forecasts and comments/explanations communicated to the local management. • To support preparing monthly and year end accounting reports to ensure that the Company complies with legal and business requirements. • Produce an operating profit and loss account and balance sheet to provide accurate and timely financial information which meets business and regulatory requirements. • Assisting accountants and auditors in their investigations and informing the management of the outcome of these and of any measures that need to be taken. • Adapting and developing accounting procedures to keep up with the Company's needs and the requirements of the KWC Group. Management & Security of Resources • Disposition of financial resources and keeping track of payments. • Determining customers' credit standing and deciding on setting credit limits and delivery stoppages. • Arranging and controlling periodic inventories of stocks, explaining any

discrepancies, making suggestions for improving weaknesses in material management.

Controlling and Internal Accounting • Planning, implementing and further developing internal accounts systems according to the requirements of the management and the KWC Group. • Develop and control the company's annual operating budget to ensure that all financial targets are met and financial and statutory regulations complied with. • Consolidate and interpret financial data from various profit and cost centers to ensure that accurate and timely business information is presented to managers to assist them in decision making. • Monitor expenditure against budgets and advise managers of any significant variances. • Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management of the company.

Planning and Budgeting • Assist head of finance with the annual budget for the Company to ensure that individual profit and cost centers have all necessary information for effective budget management. • Assist in working out financial plans and budgets according to the KWC Group instructions. • Supporting the company managers with the punctual working out and submission of company's plans / budgets to the management.

Requirements Education • University/College Graduate • Certified Public Accountant/Chartered Accountant • Relevant professional accountancy qualification Experience • Minimum 5 years' experience in a similar position preferably in a manufacturing set up.

Personal Qualifications • Excellent leadership and decision making skills • Excellent verbal, interpersonal, and written communication skills. • Strong negotiation and verbal communication skills.

Language Skills • English (business language) • Arabic (local language) ,would be appreciated • Any other language, would be appreciated

IT Skills • Microsoft Office 365 (Excel, Word, PowerPoint etc.) • ERP Systems (SAP, IBM Cognos, Oracle) • SAP Concur

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