

Job Profile

Job Name	Assistant Sp. Finance
Department	Finance
Responsibility scope	The job holder is responsible to Manage Accounts Payable/ Receivable for TRA.
Key Responsibilities	<ul style="list-style-type: none">• Prepare payments to suppliers, payroll, and reimbursement of staff expenses.• Verify invoices and accompanying documents, and approval for processing the payment (e.g. local purchase order, original invoice, delivery note, contract, etc).• Manage the income• Manage receivables books.• Prepare the Bank payment voucher in the system• Allocate each expense to the related account in the system.• Prepare cheques (to suppliers) and transfer-letter(s) to the banks.• Carry out bank reconciliation on a monthly basis.
Candidate Profile	Bachelor in Accounting/ Finance.
Specific Job Skills	<ul style="list-style-type: none">• Strong accounting skills and experiences.• Strong verbal and written communication in Arabic and English.• Able to deal with people with different cultural and ethnical backgrounds.
Computer Skills	Proficiency and practical ability in MS office.