

## Senior Accountant - Alzayani Investments Powered ByQureos

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Company: Qureos Inc

Location: Bahrain

Category: business-and-financial-operations

**Job Title**Senior Accountant

**Company:** AlzayaniInvestments

**Location**Bahrain

**EmploymentType:** Fulltime

### **About AlzayaniInvestments:**

Alzayani Investments is a leading investment company in Bahrain with a diverse portfolio of businesses in various industries such as real estate, hospitality, and retail. We are committed to providing exceptional value to our clients and stakeholders through innovative solutions and strategic investments.

### **Position Overview:**

We are seeking a highly experienced and motivated Senior Accountant to join our finance team. The Senior Accountant will play a critical role in supporting the company's financial operations and ensuring accurate and timely reporting.

## **Duties and Responsibilities:**

Maintain proper books of accounts as per Company policies and procedures and ensure the books of accounts present true and fair view of the business operations.

Ensure all the transactions of income and expenses are posted in the system in respective reporting month.

Maintain Fixed Assets Register and ensure all the fixed assets are recorded in Fixed Assets register as per Company policy.

Ensure all the accrual entries are posted in the system appropriately before the closing of each reporting month.

Prepare and maintain schedule of borrowing facilities record interest cost in respective reporting period and issue Cost of Capital Report on 8th of each month.

Responsible to implement internal control system and cash controls at all stores to ensure smooth and safe handling of cash and in order to protect the assets of the Company.

Responsible to maintain adequate inventory records across all the store locations and at the warehouse.

Record inventory provision as and when required as per Company policy.

Prepare supplier payments as per due dates and ensure receipts are properly accounted for in ERP system.

Payroll processing including maintaining the records for staff loans and deductions. Arrange online transfer of staff salaries on 26th of every month.

Prepare bank reconciliations for all banks on 10th of the following month.

Prepare Cash Flow Forecast on weekly basis and generate MIS reports.

Prepare and reconcile daily bank & cash position and issue Bank Position Report for Directors on daily basis.

Prepare Monthly Financial Statements including balance sheet income statement

cashflow and store wise performance reports; ensuring compliance with Company policies and IFRS and issue the same on 4th of each month.

Prepare and compile store wise annual budget of the Company along with BOD presentation for onward submission to the BOD.

### **Qualifications and Experience:**

Bachelors degree in Accounting Finance or a related field.

Minimum of 5 years of experience in a similar role preferably in the investment or real estate industry.

Extensive knowledge of accounting principles standards and regulations.

Strong analytical and problem solving skills.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office and accounting software.

CPA or ACCA certification is a plus.

### **We Offer:**

Competitive salary and benefits package.

Professional development and growth opportunities.

Dynamic and inclusive work environment.

Opportunity to work with a diverse portfolio of businesses.

If you are a self-motivated and results-driven individual with a passion for finance and investments we would love to hear from you. Join us at Alzayani Investments and be part of a dynamic team shaping the future of investments in Bahrain.

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