



## **BFCHRJ - 160 – Accounts Officer | Accounting & Reporting | Bahrain**

**About the role:** The job holder is responsible for ensuring the reconciliation of agents and the calculation of foreign currency payments are completed accurately.

### **Your Responsibilities:**

#### **FINANCIAL:**

- Preparation of Agent Reconciliation statement of designated Agent/Vendor and timely resolving the reconciliation items.
- Daily review of major Agent/Vendor accounts statement and report to the concerned dept. for any non-receipts/ non-payment of funds.
- Posting of daily entries against branch adjustments. Liaison with branches or operations if necessary
- Posting of entries for both receivables & payables. Follow up with agents/vendors if necessary
- Booking of month end or yearend adjusting entries.
- Agent funding and co-ordination with the operations department in this regard.
- Preparation the aging of outstanding agent balances and reconcile with trial balance.
- Calculation of agent commission/ rebate.
- Any task assign time to time.

#### **CUSTOMER SERVICES:**

- Provide quality and timely support services to banks and agents and respond to their queries.
- Provide timely information to the respective departments on issues like payment rejection, re- credits etc.
- Act as a point of contact between offices for agents and liaise on any issues.
- Provide good customer service to receiving agents and communicate their statements.

#### **OPERATIONAL EXCELLENCE:**

- Adhere to finance policies, procedures and business processes.
- Follow reconciliation authority guidelines and escalate for approval when needed.
- Process reconciliation for Agents/Vendors.
- Liaise with Auditors and provide information as necessary.
- Support in the periodic reporting for Management and regulators.

#### **TEAMWORK:**

- Contribute to an environment of teamwork within the finance team.
- Act as a key resource and liaison to other functional areas of the Company's business, building productive cross-functional relationships.

**Qualifications:** University Degree in Finance.

#### **About You:**

- Exposure to an administrative role with analytical work.
- 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