



Job Description

Job Title:	Senior Accountant
Reports To:	Finance Manager - Qatar
Direct Reports:	N/A
Starting date:	Immediately
Expiry contract date:	Till 31st of March 2023, could be extended if needed
Location:	Doha based candidates only
How To Apply:	Send your CV to hr.qatar@match-hospitality.com with subject line "Senior Accountant position"

External Relationships:	Customers, Sales Agents, Suppliers, Bank, Auditor
Internal Relationships:	Sales Team, Customer Service, Internal departments, Accounting and Finance Team

Job Summary:	<p>Due to the nature of FWC2022 Qatar event, this job requires a hands-on, experienced, and dedicated employee who is willing to work hard as required to assure timely and accurate deliverables.</p> <p>The basic purpose of hiring the Senior Accountant position is to provide close internal controls measures as required and ensure revenue collection management and accounts payable verification, and cost centre review in parallel with budget. Review ledger accounts and accounting posting</p>
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Key Accountabilities

- Assure that internal controls are prepared and applied in line with internal control system
- Ensure over-dues are collected and chase KAMs for collection of receivables
- Review bank reconciliation and monitor ledgers and daily accounting records
- Reconciled customer/supplier accounts, Inter-company
- Review customer aged analysis reports and update with commentaries
- Reports on all actions taken to recover overdue balances
- Reports on all actions taken to refund customers with a credit balance
- Assure suppliers are paid on time and maintain supporting documents and contracts for payments

General

- Assure costs are identified by proper cost centre and analyse actual costs vs budget
- Reconciliation of related parties and Sales agents records as per sales agreements
- Prepare P&L for year end closing and assure internal control and audit requirements are fulfilled
- Deadlines are met, and tasks are accomplished efficiently
- Assist the FM and finance team with any additional tasks as needed



Knowledge, Skills, and Experience

Essential Experience:

- A relevant Diploma in Accounting with (7-13years) of relevant work experience preferably in a service industry
- Knowledge of accounting software, preferably Microsoft Dynamics and/or ERP systems

Essential Skills:

- Candidate must have proven experience in using Microsoft Office especially Excel & Advanced Excel, PowerPoint, Outlook.
- Dedicated and get things done on time.
- Honest, confident, and reliable
- Good Communication skills (Verbal and written).
- Self-motivated and demonstrate a positive attitude.
- Work hard under pressure and a team player.

Desirable:

- Doha Based with experience in local & GCC market
- Preferably available to join immediately