

JOB DESCRIPTION			
BASIC INFORMATION			
Position Name	Accountant		
Function	Finance	Job Code	
Department	Finance		
Section	Accounting	Location	Muscat
Reporting To (Functional Title)	Senior Accountant		
Number of Direct Reports	-		
ROLE PURPOSE			
To adhere to the Accounting policies and procedures and carry out day-to-day Accounting activities to ensure that the Finance department works smoothly and efficiently.			
ACCOUNTABILITIES AND RESPONSIBILITIES			
1. Invoices & Collection			
Prepare vendor payments by verifying documentations and requesting disbursements and ensure timely bank payments. Follow up on, collect and allocate payments and maintain accounts receivable customer files and records.			
2. Reconciliation			
Verify, allocate, post and reconcile all accounting transactions, bank account reconciliations, account analysis, and reporting statements.			
3. Management Information System (MIS)			
Assist in preparation of profit and loss statements and support month-end and year-end close process. Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.			
4. Budgeting			
Assist in developing company budget and preparing periodic reports that control actual verses budgeted costs.			
5. Audit & Assurance			
Work with internal and external audits to ensure compliance and other duties as assigned.			
6. Policies & Procedures			
Contribute to the development and manage the communication and implementation of the section's policies and procedures to ensure that all relevant procedural and legislative requirements are clearly communicated and duly fulfilled.			
7. Health, Safety & Quality			
Contribute to the management of sectional compliance to all relevant health, quality and safety requirements, in order to guarantee employee safety and legislative compliance.			
8. Continuous Improvement			
Contribute to the identification of opportunities for continuous improvement of systems, processes and practices taking into account 'leading best practices', improvement of business processes, cost reduction and productivity improvement.			
COMMUNICATION CHANNELS			
Internal		External	
<ul style="list-style-type: none"> ▪ Finance team ▪ All Employees ▪ Finance Manager 		<ul style="list-style-type: none"> ▪ Banks & Financial Institutions ▪ Contractors ▪ Auditors ▪ Governmental entities 	
ROLE REQUIREMENTS			
Educational & Professional Qualifications and Experience			
Minimum Qualifications:			
<ul style="list-style-type: none"> ▪ Bachelor's Degree in Accounting ▪ Proficiency in English and Arabic is a must 			



Minimum Experience:

- N/A

Skills and Competencies

- **Generic Skills:** Communication skills, Computer literacy (ERP), Microsoft tool (Excel, PowerPoint, Word)
- **Job Specific Skills:** Attention to details, Accuracy, Punctuality, Flexibility, Adaptability, Proactiveness, Results/Target Oriented, Teamwork, Strong sense of Aesthetics, Eager to learn, Self-Development, Operational Efficiency, Customer Centricity, Resourcefulness, Analytical skills, Knowledge of Accounting components.
- **Behavioural Competencies:** People Centricity, Collaboration, Integrity, Professionalism, Agility, Innovation

Disclaimer: The content of this job description is aimed to illustrate a general description of the respective job and is not to be construed as entirely comprehensive.