



Job Purpose

- To assist the Accounts department with daily bookkeeping, accounts payable and receivables, payroll, assistance with end-of-month close, invoice reconciliation and financial activities recording.



Duties & Responsibilities

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.
- Assist in generating reports for management as required.



Safety & Compliance

- Adhere to all Saja Energy Company QHSSE policies and procedures.
- Adhere to all Customer QHSSE policies and procedures.
- Contribute to safety meetings & culture.
- Report task specific and area risk assessments.
- Train and develop in accordance with the defined training structure and competency system.
- Actively support all compliance-related initiatives.



Finance

- Prepare financial reports associated with activities.
- Prepare reports efficiently and effectively utilizing technical accounting knowledge.
- Prepare weekly list highlighting payables.



Job Title:	Accounts Assistant
Reports To:	Accounts & Finance Manager
Location:	KSA
Department:	Accounts
Travel Required:	Yes (Occasional)
Position Type:	Ful Time



Knowledge, Skills & Experience

- 5+ years relevant industry experience as a bookkeeper, accountant, or accountant's assistant.
- Proven knowledge of financial analysis and strategy
- Knowledge of financial reporting standards, tax regulations and industry legislation
- Excellent written and verbal communication skills.
- Preferably fluent in Arabic and English.
- Excellent coordination and organizational skills.
- A bias for process discipline and an established track record of executing to plan and achieving results
- Excellent communication, negotiation, analytical, interpersonal and organisational skills.
- Sound understanding of Microsoft SharePoint and Teams (these are business essential systems deployed throughout the company).
- Working knowledge of accounting software (Xero, Sage)
- Experience with ERP systems.



Education & Training

- Bachelor of accounting, Finance or relevant degree preferred.



Personal Qualities

- Strong ethical and professional conduct.
- Strong analytical skills.
- Possess effective assertiveness skills.
- Proficient communication skills, both verbal and written.
- Committed to providing a quality product and service to internal and external customers.
- Self-motivated and can-do attitude.
- Methodical and naturally inquisitive mindset.
- Committed person with a flexible attitude to work patterns
- Good team player that has worked in a multi-functional environment.
- Function effectively under pressure throughout busy periods.
- Willingness to travel in support of objectives.
- Able and willing to push through constraints in an engaging and collaborative manner.