



Fox Company

1st Floor, Shusha Building,
Chwarbakh, Slemani, Iraq
www.foxgroup.me

Date: 07.11.2023

Job Opening

ACCOUNTANT

A senior accountant opportunity has arisen at Fox Company, a reputable company registered in Kurdistan Region and Iraq; our Company is looking for a vibrant, experienced, and qualified candidate to join our company.

Position: Accountant

Nationality: Any

Working hours: 5 - 6 Days a week (Sunday to Thursday) - 8 hours per day

Location: Iraq (Najaf City)

Salary: Negotiable – Depending on qualification level and experience

Paid Holiday: To be discussed

Probation Period: Three months.

Contract Duration: 2 Years and renewable.

REQUIREMENTS:

- Bachelor's degree in Accounting or Finance (a Master's degree or international certification is an advantage).
- At least three years of accounting and finance (paid job) experience in industrial & and production companies with a good record of accomplishment.
- English (reading, speaking, and writing) languages proficiency is required, and Kurdish or Arabic will be an advantage.

- Computer skills in Emails, Accounting Software, and MS Office.
- A Team Player who is confident communicating across all business levels and proven ability to motivate a team.

KEY DUTIES AND RESPONSIBILITIES WILL INCLUDE:

- Support in producing accurate monthly financial reports.
- Review monthly accounts, analyze and resolve the variances and irregularities point out the weakness, and recommend for improvement.
- Prepare expense reports, and share them with management to make effective decisions.
- Handling payments to vendors and petty cash payments.
- Emphasis on having supporting documents for the business transactions and to be attached on the ERP systems.
- Keeping a strict level of confidentiality of all the financial information and reports.
- Assist in the implementation of the existing financial procedures for the organization inclusive of transaction entries into the existing ERP system.
- Drive a culture of continuous improvement and be at the forefront of commitment to better working efficiencies across the company.
- Capable of understanding, researching, and adapting to the regulations and implementations suggested by the IFRS standards.
- Support and regulate the cash flow reports prepared by the company's treasurer.
- Working with the HR department, check monthly payroll reports provided by HR and ensure payroll accuracy.
- Supervision of asset register and in the system
- Arrange for petty cash and currency for overseas travel by management
- Recording and documenting all transactions related to suppliers and expenses, like (PO, Bills " Purchases" Invoices, and Vendor Credit).
- Carry out Customer, Supplier, and Bank Reconciliation.
- Coordinating with related internal and external sides, like; auditors, warehouse, procurement, ... etc.

Other tasks in the finance department related to his position.

- Data entry.
- Making invoices.
- Archiving documents.

- Handling cash and Petty cash.
- Preparing financial reports.
- Collaborate with the finance and auditing team to reach the goals.
- Coordinate with the line manager to update the accounting system and make reports.
- Any other tasks given by higher-level managers.

HOW TO APPLY AND CONTACT:

Please submit your updated CV to the following email:

hr@foxgroup.me

Kindly mention (Fox-Accountant-Najaf) in the subject of your email.

Contact: Ms. Kashma, 07702483924

The interview will be held at Fox Group's headquarters located in Slemani city or online (for Expats).

- We look forward to hearing from you