

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-262-2022
Company Name	M1 Services
Industry	Services
Vacancy	Finance Specialist
Number of vacancies for that position	
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	
Major(s)	Finance
Degree	Bachelor's degree in business with emphasis in Finance, CFA is a plus
Years of Experience	Minimum 2 to 4 Years
Location	Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p><b>Role Summary:</b></p> <ul style="list-style-type: none"> <li>- Assist in reviewing, closing and maintaining financing agreements</li> <li>- Assist in conducting research to maintain and abide by relevant regulatory requirements (FATCA, EMIR, Dodd Frank Act...)</li> </ul> <p><b>Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Assist in reviewing financing agreements &amp; following up on execution and deliverables</li> <li>• Conduct financial cost analysis, projection &amp; benchmarking, building financial models for simulation and operational purposes.</li> <li>• Conduct market research &amp; reviews on alternative financing resources and subsidized facilities</li> <li>• Update and monitor financial covenants</li> <li>• Consolidate, update, maintain and follow up on execution of guarantees, documentary credits database for the</li> </ul>

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group and monitor the respective deadlines & collateral

- Consolidate, update and maintain the summaries of the Loans and overdrafts granted to Group companies
- Assist and coordinate the FATCA review for the Group entities
- Assist in researching, maintaining and abiding by relevant regulatory requirements for the Group entities (FATCA, EMIR, Dodd Frank Act...) and flag the need for any ad hoc updates
- Assist in maintaining the Group bank accounts, assist in reviewing A/C opening forms and coordinating with the relevant Team members of the Group
- Assist in drafting the procedures of the Treasury & Finance Department and in maintaining adequate financial compliance checks
- Follow up with the internal departments on maintaining and updating DMS relevant databases
- Perform any other duties related to his/her scope of work and competencies needed in order to meet the ongoing organizational needs