

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-62-2022
Company Name	Technica International SAL
Industry	Innovative automation solutions provider
Vacancy	Senior Accountant
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Full time job
Major	Finance
Years of Experience	Minimum 4 - 5 years of relevant experience. Experience in a multinational company is a plus.
Education	Bachelor or Master degree in Finance
Location	Bikfaya, Industrial zone
Remuneration & Benefits	Basic salary: based on qualifications, ranges between 1,000 – 1,800\$ (fresh) Transportation, Overtime, Bonus, Profit sharing, Award for innovation, initiative and cost saving, NSSF, Medical insurance Life and personal accident insurance, Annual leaves, sick leaves, wedding leave, paternity leave/maternity leave, death leave.
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>▪ Collect, check all commercial documents and transactions of the branches, and log them into the accounting software and file the related copies.</li> <li>▪ Collect and check monthly financial reports and data entry in Technica's branches where the accounting activity is decentralized.</li> <li>▪ Prepare transfers for branches operations.</li> <li>▪ Make audits and general controls on all branches: account reconciliation, inventory control, cash control...</li> <li>▪ Ensure that all control measures and financial guidelines set by the Head Office are well implemented in branches: Approvals as per Limit of Authorities matrix, budget management, ...</li> <li>▪ Coordinate with the Accounting Offices and Auditors in the branches countries to provide all needed documents and reports.</li> <li>▪ Assist the Finance Manager and Finance Officer in managing Financially the branches and issuing the</li> </ul>

## JOB POSTING REQUEST FORM

Consolidated Financial Reports

**Technical knowledge:**

- English Proficiency.
- Familiar with ERP systems
- Audit experience is a plus

**Skills, qualities & attitudes needed:**

- Excellent communication skills
- Strong personality, able to communicate with people from different culture easily.
- Enjoy team work to achieve great results