

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-73-2021
Company Name	Ets. Antoine Massoud Sal
Industry	FMCG
Vacancy	Financial Analyst
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	FT
Major	Finance
Years of Experience	2+
Education	Finance, auditing
Location	Beirut
Remuneration & Benefits	Will be disclosed during interview
Tasks & Responsibilities	<p><u>Financial Budgeting:</u></p> <ul style="list-style-type: none"> - Coordinate with the line manager to set the yearly budget plan, guidelines and budget building - Coordinate with business Managers on the budgeted figures in order to build realistic and achievable budget - Prepare the consolidated budget in coordination with the line manager in order to have a global view for the Group's budgeted performance - Coordinate with the line manager and provide recommendations, when applicable, in order to improve the budgeting process - Assist the Business Managers in the preparation of projected analysis for the acquisition of new business/brands <p><u>Periodical Reports & Analysis:</u></p> <ul style="list-style-type: none"> - Produce periodical (monthly, quarterly and yearly) financial reporting for Topline/Dashboard, P&Ls, and Financial Position - Produce yearly full set of financial statements (separate and consolidated) to be subject to year-end financial audit - Produce periodical comparative financial

JOB POSTING REQUEST FORM

statements versus budget figures, and previous period, and include analysis and comments to ensure the follow up on unusual and unexpected variances and figures

- Oversee and ensure the maintenance of the accounting records to be in compliance with the Group's accounting policies
- Raise findings, concerns and provide recommendations to his line manager and Chief Accountant during the review to ensure the accuracy of the accounts and follow up on the required amendments
- Prepare ad-hoc reports when requested by management
- Coordinate with the line manager and provide recommendations, when applicable, in order to improve the financial reporting process

Job Holder profile:

- University Degree in Finance. Masters is a plus.
- **2-3 years of experience in the FMCG field is an advantage**
- Excellent command of English language. French is a plus.
- **Advanced Microsoft Excel (Pivot Tables/Charts/ Data Analysis), Word and PowerPoint proficiency**
- Analytical Acumen
- Ability to meet tight reporting deadlines