

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-90-2021
Company Name	KPMG
Industry	Advisory Department
Vacancy	Senior Associate
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Full Time
Major	Finance, Accounting, Banking, Economics
Years of Experience	4-5
Education	Bachelor
Location	
Remuneration & Benefits	TBD
Tasks & Responsibilities	<p><b>Position Overview</b></p> <ul style="list-style-type: none"> <li>• In charge of the project team (supervise work of the team members and report to manager) or working as an experienced team member.</li> <li>• Coaches and develops team members.</li> <li>• Develops professional knowledge and applies appropriately to client engagements.</li> <li>• Based in Lebanon but serving the Saudi Levant Cluster</li> </ul> <p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Prepares or supervises the preparation of all project documentation in accordance with KPMG policies.</li> <li>• Produces output in a form easily assimilated into reporting.</li> <li>• Communicates findings and issues to the manager and among the team, as appropriate, on a timely basis.</li> <li>• Understands the importance of identifying key drivers and KPIs during the engagement.</li> <li>• Prepare, review and edit reports and memorandums. financial statements appropriately.</li> <li>• Conducts interviews with client personnel and documents findings properly.</li> </ul>

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- Understands the decisions taken to resolve significant findings and issues, particularly matters requiring consultation.
- Coordinates with the manager and partner planning decisions at the beginning of an engagement.
- Performs or supervises the performance of all tasks/activities and determines that all documentation have been reviewed by an experienced team member in accordance with KPMG policies.
- Participates with the manager and partner in the overall evaluation of results of the project; discuss all significant matters.
- Identifies products/solutions that could be offered to the market.
- Understands all roles in an engagement team.
- Takes on and learns new skills (on-the-job training).
- Sets own development goals and looking for ways to achieve them.
- Actively seeks performance feedback (informal and formal via Dialogue Engagement reviews).
- Shares knowledge and experience with other team members.
- Coaches and mentors team members, especially during engagements.
- Gives feedback on a timely basis (informal and formal using Dialogue Engagement Review).
- Demonstrates advanced knowledge of different kpmg services provided.
- Demonstrates practical knowledge in own area of expertise, and shares with others as appropriate.
- Demonstrates advanced understanding of the regulatory framework specific to own clients (LoB knowledge).
- Demonstrates thorough understanding of KPMG policies and procedures, including risk management issues.
- Demonstrates thorough understanding and

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follows KPMG's and professional designations 'ethical guidelines (CFA, CIA etc.).

- Strong attention to detail and an ability to solve complex problem.
- Other tasks as requested

### **Key Interfaces**

- Developing People.
- Problem Solving.
- Professionalism.
- Delivering Quality Service

### **Competencies:**

Fluent in English and Arabic, written and verbal.

Able to clearly communicate in a concise manner.

Able to confidently present.

### **Experience Required**

- Level of education: University degree (Finance, Accounting, Banking, Economics)
- At least 3 years of experience in assisting in corporate finance projects with extensive knowledge in finance.
- Professional knowledge: Advanced knowledge of finance and accounting
- CFA is a plus