

 <b>Job Role / Function</b> Finance & Admin Dept.	 <b>Manage others</b> Yes	 <b>Vacancies</b> 1
 <b>Years of Experience</b> +4	 <b>Career Level</b> Junior / Mid-Career	 <b>Degree</b> Bachelor
 <b>Education</b> Related Field	 <b>Nationality</b> Egypt	 <b>Gender</b> Unspecified
 <b>Age</b> Min 22 – Max 30	 <b>Employment Type</b> Full time	 <b>Expiry Date</b> 15/11/2018

## About the Job

We are looking for a Finance & Administration Executive who is motivated to join an enthusiastic team of ambitious & creative finance professionals. The candidate typically oversees the interrelation between both financial and operational activities. As such he / she is expected to be able to undertake supervisory, administrative, and operational responsibilities.

## Main duties & responsibilities:

- Bookkeeping
  - The candidate typically possesses an advanced understanding of accounting principles including, treatment of FX gain (loss), intergroup transaction, preparation of consolidated financial statements. Preparation of both management account.
  - Shall be aware of the relevant tax legislations and compliance.
  - Follows up VAT collection, payment, and reporting.
  - Budget preparation and cashflow forecast.
- Customer's Follow Up
  - Follow up collections and payment from (to) customers.
  - Communicate with customers to collect checks and go after the collection whenever necessary.
- Treasury
  - Responsible for the relationship management with banks, investors, and creditors.

➤ Administration

- Charismatic leadership as to follow up the execution of strategic financial goals and to enforce management decisions in coordination with other team members.
- Multitasking person who is able to priorities goals with precise accuracy and details.
- Following up with relevant state departments i.e. labour office, investment authority.

➤ Other skills

- Ability to draft Business plans and prepare business reports is a strong plus.
- Background of internal or external audit is a high qualification for the job.

## Job Requirements

- Excellent command of English language is a must.
- Business or economics graduate.
- Highly ranked local or international University.
- Excellent knowledge of MS Office and familiarity with relevant computer software.
- ERP knowledge is a plus.
- Attention to details is a must as strong organizational skills.
- Having a car is a plus.

## Job summary

Send an updated CV and Motivation Letter before 15/11/2018 to [HR@Hedgecorp.co.uk](mailto:HR@Hedgecorp.co.uk). Write "Finance & Admin Executive" in the subject.

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