1) Job Details			
English Title:	Accountant	**Arabic Title:**	محاسب
Group:		**Division:**	HR & Financial Affairs Division
Directorate:	Finance Directorate	**Department:**	
Section:	International Finance Section	**Position Code:**	

2) Relationships:	
Report To: (Supervisor)	Head of International Finance
Supervise: (Subordinates)	N/A
Internal Contacts:	Foreign Bureaus, International Operations, Programs, News, Legal, HR
External Contacts:	Banks, Foreign Vendors, Foreign Bureaus Consultants

3) Job Purpose Summary:

The Accountant is responsible for supervision and follow up on financial and accounting operations for their assigned bureaus.

4) Key Responsibilities and Accountabilities:

• Check monthly float reconciliation, monthly bank and cash balances reconciliations and other monthly specified reports submitted by the bureaus along-with monthly expenses claims.

• Prepare reimbursement payment vouchers, related accounting transactions based on reviewing the expense sheets and after obtaining supervisor signature upon his review forward them to the "Financial Control Unit" of the accounting department to complete the payment.

• Follow-up on all queries raised during review for each payment and accounting transaction with bureaus and other departments.

• Perform year-end procedures at Doha level for all assigned bureaus including the year-end reconciliations with system, preparation of closing balances schedules for all assets and liabilities for each assigned bureaus, ensuring posting and application of all open transactions etc.

• Follow-up and liaise with assigned bureaus to comply with the year end closing process and requirements as circulated by head office including cut off procedures for expenses and receipts, bank reconciliations, cash count, fixed assets count and submission of all year-end expenses etc.

• Maintain active communication with employees in bureaus to discuss payments and obtain approval on deducting certain expenses from their salaries and communicate all required deductions to HR for their subsequent action.

• Maintain and update files and records of all agreements and contracts, important management decisions and correspondence, bank records, HR information etc. relating to bureaus.

• Identify all the critical issues in the bureaus including the float/budget adequacy, compliance of local laws and regulations, major disputed or outstanding amounts etc.

5) Other Responsibilities:

• Liaise and coordinate with other finance sections/units of finance department and provide required information in completion of their task.

• Perform other duties relevant to the job as requested.

6) Job Requirements / Qualifications:

Education:	Minimum Bachelor Degree in Accounting, Finance or related field is a must. Professional certification is preferred.
Minimum Required Academic Degree:	Bachelor Degree
Experience:	Minimum 2 years of related experience.
Minimum Required Relevant Experience Years:	2 Year(s)
Skills:	• Languages • Follow up skills • Computer skills • Interpersonal skills
Knowledge:	• Financial accounting principles, review and audit techniques • IFRS and state financial regulations for bureaus • International taxation and transfer pricing principles • Accounting systems especially in ERP
Abilities:	• Able to work under pressure • Able to resolve issues related to financial treatments within bureaus • Able to meet deadlines
Core Competencies:	1- beIN Sports ethics and code of conduct. 2- beIN Sports spirit. 3- Diversity. 4- Integrity.
Competencies:	
Work Environment:	Office work

Job Demands:	**Physical Characteristics:**	N/A
	Other Characteristics:	N/A

7) Performance Measures:

• Meeting deadlines
• Accuracy of the output
• Efficiency and Productivity with minimal errors
• Effective and efficient communication

8) Tools and Equipments:

• Computer and Internet
• Financial Management Systems