

MARSH

Job Description

Job Title **General Accountant**

Organisational Position	
Department	Finance
Region	Middle East
Location	Egypt- Cairo

Purpose of role
Assist the Country Manager & the CFO with the country's accounting and treasury functions, financial control environment, finance initiatives and the production of all necessary statutory, regulatory and management accounts, including performing day-to-day finance tasks

MAIN TASKS & RESPONSIBILITIES - The role includes but is not limited to:	
Accounting & Finance	<ul style="list-style-type: none">• Process transactions into the Accounting system and corresponding ledgers• Manage, review, check and eventually produce all regular reports and accounting documents for use by the business and finance units• Define and implement accounting procedures and systems, agreeing significant changes with the external auditors, CFO and other reporting lines• Manage the performance of accounting operations such as meeting the reporting deadlines, credit control, bank reconciliations and budgeting• Carry out accounting research and analysis• Provide efficient and effective back up to the Country Manager & the CFO
Management	<ul style="list-style-type: none">• Ensure transactions comply with corporate and regional policies and procedures
Interaction	<ul style="list-style-type: none">• Liaise with internal (within country) and external clients (outside of country) ensuring data and reporting are correctly understood, and work with the business areas and the Country Manager & CFO to identify and develop financial planning tools.• Provide technical advice, commentaries and recommendations
Development	<ul style="list-style-type: none">• Take responsibility for own development and keep abreast of changes in the industry sector and the finance discipline.

Reporting lines	
Direct	Chief Financial Officer
Indirect	Country Manager

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Competencies

- Ability to manage a team and contribute to Finance team
- Ability to think and act strategically
- Competitive, goal-driven attitude
- Excellent interpersonal skills
- Ability to work under pressure and meet deadlines
- Excellent follow-up and organizational skills

Specific knowledge & skills

- Sound understanding of statutory, regulatory and accounting standards/ requirements and financial management
- Sound knowledge of insurance, risk and brokerage business

Requirements

- Bachelor's Degree in Finance or Economics
- Professional financial qualification ACII/ ACIII is a plus
- 2 years experience as Chief Accountant or equivalent and 3 years as General Accountant
- Command of English language is a must
- Arabic is a plus