

JOB TITLE: Finance Specialist**JOB SCOPE**

Ensures that the Accounting Department fulfills its obligations in relation with the company's reporting activities according to both local accounting standards and that the financial reporting deadlines set by TAV Airports Holding are met. All taxes obligations are respected by the company.

MAIN RESPONSIBILITIES

- Prepares the documents and files requested by the Holding or external auditors with respect to accounting reports or audit works.
- Ensures, in close communication and cooperation with the relevant departments that all expenses and revenues are booked on time and correctly in ORACLE in line with their related contracts and accrual principles
- Participates to the reprocessing of the information according to accounting requirements.
- Sets up of new suppliers bank accounts and control of suppliers information made by procurement (Tax Id, supplier name,)
- Ensure timely and correct booking of import documents in ORACLE to allow timely payments execution by Finance department
- Prepare the fiscal cleaning certificate
- Usage of TEJ platform
- Determines the monthly, quarterly, annual closing entries and preparing the periodical financial statements.
- Prepare internal transfer order
- Determine the monthly, quarterly & annual taxes declarations (T.O, suspends VAT, tax return, employee declaration
- Bank Reconciliation
- Prepare suspends VAT certificate and stamped PO
- Control stock and price variance.
- GL manual entries (Loan Reclassification from short to long term, Tax entries, accruals);
- Monthly revaluation follow up;

- Intercompany reconciliation.
- Bank reconciliation.
- Executes all duties that the upper station asks for.

MAIN AUTHORITIES

Authorized for all missions which are inside the main lines of the job.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Power B I
- Guiding, showing the way
- Administration/Planning/coordination
- Deciding
- Constructing and developing a team.
- Developing cooperation
- Active communication
- Customer centered awareness
- Risk taking
- Continuous learning
- Handling uncertainties
- Problem solving
- Commercial awareness
- Creativity and openness to innovation

EDUCATIONAL PROFILE AND EXPERIENCE

- University diploma (4 years)
- Preferential: Finance and Accounting
- Fluent in English and French
- At least 2 years' experience in the same position and preferably in the field of aviation or airport management.



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- MS Office applications

To apply for this job, please send your CV to the following email address : hr-nbe@tav.aero