

BMICH

JOIN OUR TEAM

FINANCE EXECUTIVE

We are seeking a skilled and motivated Finance Executive to join our team. The successful candidate will play a critical role in ensuring timely and accurate financial reporting. You will work closely with other departments to provide key financial information and support our overall business objectives. If you have a passion for finance and a desire to contribute to the growth of our organization, we encourage you to apply for this exciting opportunity.

Responsibilities

- Renew and update any expense related agreements and make payment.
- Posting relevant supplier invoices in the system on time.
- Produce all costing information in relation to all maintenance jobs.
- Timely preparation, processing & submitting of all statutory reports & payments. (VAT, SSCL and stamp duty).
- Coordinate with IRD on tax matters.
- Reconciliation of creditors advances and perform creditor management.
- Maintain & update the advance register.
- Provide relevant information on expenses, payments and related activities.
- Provide information for calculation of revenue taxes.
- Supervise / assist / train and guide all sport staff members on all relevant matters.
- Responsible for all expense related activities.
- Maintaining data backups.
- Actively participating in technical evaluation and procurement if required.
- Coordinate and communicate in an accurate manner, when performing duties with relevant stakeholders.
- Any other duty/duties assigned time to time by superiors and or any other duties that deemed necessary to perform the assigned duties smoothly.

Qualifications and Requirements

- Fully qualified in AAT or Completed Business level ii of CASL, CIMA and ACCA or equaling Qualification.
- Minimum of 3 years of relevant work experience is essential.
- Familiarity with relevant regulations and compliance standards.
- Excellent analytical skills with keen attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.

How to apply:

Interested candidates are invited to submit their resume, cover letter, and any relevant certifications to careers@bmich.com by 01st July 2024. Please mention " Finance Executive " in the subject line of your email.

BMICH is an equal opportunity employer. We value diversity and encourage candidates from all backgrounds to apply.

An attractive remuneration package with other fringe benefits will be offered to the right candidate.

Director General
BMICH

