**JOB DESCRIPTION**

**JOB TITLE** Accountant – Arabic Speaking

**LOCATION** London

**DEPARTMENT** Family Office

**REPORTS TO** Director of Finance (Family office)

**Background**

The family office established in 1977 specialises in both wealth management and wealth preservation, which are responsible to execute the family’s investment strategies. Some of the main functions the family office has are real-estate, treasury, and accounts. With a long track record with banks, real-estate agents, and other investment firms. We manage a substantial AUM portfolio which has grown steadily throughout the years.

**Key deliverables (Essential duties and responsibilities)**

This is a newly created role and covers a variety of duties some of which include:

* Preparation of day-to-day accounting transaction, appraise information, Intercompany reconciliations with all regions.
* Preparation of day-to-day accounting transaction, analysing of annual accounts & dealing with auditors for SPVs companies.
* Preparation of annual managements accounts for all the holding companies
* Accounting of all family members’ personal accounts and personal investments.
* Assisting in preparing the annual budget for the family office.
* Preparing annual analysis for family member’s personal accounts.
* Preparation and recoding of all internal & external transfers.
* Recording all the cheques related to family office affairs, legal fees & other companies related payments.
* Preparation of monthly liquidity position reports in all major currencies and Monthly Liquidity reports and
* Bank reconciliations.
* Intercompany & Related Companies monthly reconciliation.
* Preparing letters, spread sheets and reports when is required
* Execute other functions as assigned by the HSA family member’s from time to time.
* Review all family flats invoices for services.
* Review all family medical invoices.

**Please note:** The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive. This job description is subject to review to ensure that it truly reflects the strategic direction requirements of Longulf.

**Core competencies of required for to perform effective in this role**

* **Job knowledge:** Demonstrates a thorough understanding of the responsibilities specific to the job, as well as the ongoing capacity to stay abreast of changes in job functions.
* **Interpersonal/Communications skills:** Demonstrates theability to work cooperatively and effectively with other employees. Maintain good work relationships both internally and externally and has the ability to work productively as a team.
* **Problem solving skills:**Demonstrates the ability to use creativity, reasoning, past experience, information and available resources to resolve issues.
* **Compliance:**Promotes and encourages a culture of compliance and ethics throughout Longulf Trading (UK).
* **Situation Judgment:**Demonstrates the ability to make good decisions about what should be done given a specific situation. Thinks carefully before taking action and behaves appropriately for the circumstances.
* **Leadership:**Takes responsibility for actions, decisions, and outcomes. Can confidently take the lead role on a team, if and when necessary.

**Essential Skills**

* Bilingual in both Arabic and English
* Comfortable using technology with good computer skills
* Attention to detail, highly organised and able to use own initiative
* A bright and enthusiastic self-starter with experience in a similar position
* Excellent time keeping and organisational skills
* Have a high level of confidentiality
* Have an in depth understanding of the accountant role and administration process within the profession
* Be able to keep calm under pressure
* BS degree in Accounting, Finance or relevant
* Relevant certification (e.g. CMA or ACCA) will be preferred

**Personal Attributes**

• Be reliable and diligent, with good attention to detail

• Self-motivation to work independently and as part of a team with a ‘can do’ attitude

• Good interpersonal skills

• A positive approach to working under pressure in a busy environment

• Methodical approach to tasks and problem solving