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**Position Title** : Chief Accountant

**Reporting to:** CFO

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### ***Part 1 – Job Overview***

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The Chief Accountant will report to the Finance Manager and will be located in Damascus with some travels to our construction site/manufacturing plant (100 km outside Damascus).

S / he will perform a variety of duties to maintain and support the Finance Division

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### ***Part 2 – Main Duties & Responsibilities***

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- Responsible for all local statutory accounting, IFRS reporting and tax reporting
- Build an accounting organisation (approx 8-10 staff) and procedures during the plant construction phase
- Manage all accounting and tax procedures during the construction phase (16 month) and after that during the plant operation phase
- Responsible for payroll computation and compliance with all tax and statistical regulations
- Actively participate in ERP System implementation
- Provide advise on accounting and tax issues to the management and other departments (purchasing, sales, HR)

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### ***Part 3 – Work Location***

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Damascus – Head Office / Abo – Al Shamat Plant.

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### ***Part 4 – Personal Specifications***

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**Education:** University degree (accounting, economics, finance)

**Experience:** At least 6-8 years relevant experience (Chief Accountant or Deputy) in a manufacturing business

**Knowledge, Skills,  
and Abilities:**

- ❖ Good English communication skills
  - ❖ Knowledge and experience with IFRS (preferably)
  - ❖ Managerial experience (chief accountant, deputy chief accountant)
  - ❖ Knowledge of computer based systems
  - ❖ Attention to detail, good organisation and communication skills, analytical and synthetical skills
  - ❖ Ability to work in the changing environment
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*Chief Accountant Signature*

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*Date*