



Taageer Finance Company (SAOG)

Job Description

Reconciliation Officer

Basic function

- Maintain and reconcile multiple Bank accounts.
- Issue statements and reconcile debtors ledger.
- Follow up with banks to resolve any issues of PDC section/follow up and coordination with PDC section
- Correspondence with banks.

Qualification & experience

- 3 years practical experience with a similar financial environment.
- High level of oral and written communication skills, analytical abilities.
- Ability to perform under pressure and accept varied responsibilities.
- Proven problem solving and investigative skills.
- Diploma holder in accounting.