

Financial Accounting & Reporting Manager

Purpose:

The Financial Accounting & Reporting Manager is responsible for overseeing general ledger accounting, period-end close, financial and statutory reporting, tax and ZATCA compliance, and financial control activities. The role ensures the accuracy, completeness, and integrity of financial records, timely close and reporting, and full compliance with approved accounting standards, policies, internal controls, and regulatory requirements, while coordinating closely with Accounting Operations and other finance functions.

Key Responsibilities:

Reporting & Dashboards Responsibilities:

- Review and approve periodic financial reports and dashboards related to general ledger, period close, tax, and financial reporting activities.
- Oversee the compilation, validation, and consistency of source data used in financial KPIs and reporting outputs.
- Review close-cycle, reconciliation, and reporting KPIs, and ensure timely escalation of issues impacting reporting quality or timelines.
- Ensure reporting trackers, dashboards, and version control files are maintained in line with approved standards.
- Support senior management, internal committees, and audit requests by approving accurate reports and validated supporting data.

General Ledger & Period Close Responsibilities:

- Own and govern the general ledger, ensuring accuracy, completeness, and integrity of balances across all reporting periods.
- Oversee month-end and year-end close activities, coordinating inputs from Accounting Operations and other departments.
- Review and approve journal entries (accruals, adjustments, and reclassifications), ensuring proper accounting treatment, documentation, and Delegation of Authority (DoA) compliance.
- Review trial balances, balance sheet reconciliations, and variance analyses, and ensure timely resolution of discrepancies.
- Ensure opening balances are accurately carried forward and reconciled with prior-period closings.
- Approve consolidated general ledger outputs for internal and external reporting purposes.

Tax & ZATCA Compliance Responsibilities:

- Oversee preparation and review of VAT, WHT, Zakat, and other statutory filings in line with Saudi regulations and ZATCA requirements. Ensure compliance with applicable accounting standards and regulatory requirements.
- Review tax calculations, reconciliations, and supporting schedules prior to submission.
- Ensure accurate recording of tax provisions, settlements, and adjustments in the general ledger.
- Coordinate with Accounting Operations, Procurement, and PBT to validate tax-related data and reconciliations.
- Act as the primary finance point of contact for ZATCA queries, assessments, and audits, with timely resolution and documentation.

External Reporting & Audit Responsibilities:

- Oversee preparation and issuance of statutory financial statements and disclosure schedules in compliance with applicable accounting standards.
- Coordinate and manage external audit activities, including planning, walkthroughs, audit requests, and issue resolution.
- Review audit adjustments, management responses, and representation letters prior to finalization.
- Ensure timely filing of financial statements with relevant authorities and internal governance bodies.
- Maintain full audit-ready documentation for financial statements, disclosures, and supporting schedules.

Financial Controls & Governance Responsibilities:

- Ensure effective financial governance and compliance with approved accounting policies, procedures, and DoA.
- Oversee execution and monitoring of internal financial controls related to journal postings, reconciliations, and reporting.
- Review control testing results, identify control gaps, and ensure timely remediation actions.
- Coordinate with internal audit and compliance teams on audits, observations, and follow-up actions.
- Monitor control-related KPIs and report control effectiveness and remediation status to finance leadership.

Experience Minimum Requirements	Education Minimum Requirements
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<p>7–10 years of relevant experience in financial accounting and reporting roles, including hands-on involvement in general ledger accounting, period-end close, financial and statutory reporting, tax compliance, audit coordination, and internal controls within a structured finance environment.</p>	<p>A Bachelor’s degree in accounting, Finance, or a related field is required.</p> <p>A Professional certification (SOCPA, CPA, ACCA, or equivalent) is preferred.</p>
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