



**DanaEnergy**

# Head of Accounting

## 1. Responsibilities and Duties

### Tasks & Responsibilities:

- Prepare and maintain timely and accurate trial balance and financial statements in accordance with IFRS and new version of Iran standard of accounting
- Implement and ensure compliance with internal financial control (IFC), accounting policies and procedures
- Prepare all supporting information and documents for the annual audit with the independent auditor
- Control bank reconciliation and also control the companies and contractors account reconciliation. (Control reconciliation statement)
- Calculate the revenue, expenses and profit of the construction contracts at the time of preparing financial statements
- Prepare all supporting information, documents and prepare all necessary letters and Statement of defense to social security organization or any other court house for getting insurance clearance of the contracts and attend in all meeting and court sessions
- Prepare all supporting information, documents and prepare all necessary letters and Statement of defense to TAX organization or any other court house for getting VAT or Income tax clearance of the contracts and attend in all meeting and court sessions
- Prepare day-to-day and accurate management's financial or internal reports
- Control accounting book entries, modify, and document record keeping and accounting systems, making use of current computer technology

## 2. Job Specifications

### Education:

- Bachelor or master in Accounting or other related fields

### Experience:

- Minimum 3 years relevant experience in the exact position particularly in Oil & Gas Industry

### Knowledge & Skills:

- Familiarity with ERP/ accounting software particularly IFS is a plus
- Familiarity with MS. office particularly excel and word

- Intermediate English level

Behavioral qualities:

- Strategic Thinking

- Detail Oriented

- Time Management

- Having a Committed, Integrated and Knowledgeable approach in the work place (Dana Energy core competencies)

Ideal Age: 30 - 40

Employment type: Full Time

Work Location: Tehran