

Job Description

Job Title: Chief Financial Officer

Reports to: Director

Rota: Full time

Location: London

Main responsibilities:

- Overseeing the work of the Finance Department and managing members of the finance team.
- Overseeing back-office operations, including human resources, IT, and equipment, and managing members of the office team
- Supporting admin and logistical requirements of regional offices
- Implementing and developing financial systems and controls
- Preparing annual budgets and forecasts
- Monitoring and reporting on relevant KPIs

Required skills

- 3-5 years of experience in a senior management role, with finance experience
- Proficiency in Microsoft Excel and experience in accountancy software
- Excellent written and verbal communication skills

Desirable skills

- Accountancy related qualification
- Arabic language

Salary: based on experience