



## JOB DESCRIPTION

<b>Role:</b>	<b>Finance Assistant: Bahrain Surf Park – Club Hawaii Experience</b>
<b>Salary/Pay Band:</b>	4.0
<b>Benefits:</b>	Holiday Allowance, Paid Breaks, Staff Discounts, Surfing time
<b>Location:</b>	Bahrain Surf Park, Bilaj Al Jazayer
<b>Reporting to:</b>	Head of Finance

### **YOU ARE PART OF WHAT WE ARE AND WHAT WE DO**

*Our Vision at Bahrain Surf Park is to bring surfing to the nation, and develop passion for health, wellbeing and fun through Waves for All. We will attract visitors from all continents, growing Bahrain's surf and beach culture, and act as a catalyst to establish Bahrain not only as the Premier Surf Destination of the Middle East, but as a leading destination for fun - with Water, Waves and Surfing at our core.*

*We will create smiles, happiness, and wellbeing through safe fun activities for all backgrounds, abilities and generations, now and into the future.*

### **OVERVIEW AND PURPOSE OF YOUR ROLE**

As the finance assistant at Bahrain Surf Park, you will be responsible for ensuring our day-to-day accounting processes operate effectively across our full range of finance functions. You will be keen to operate in a high pressure, full on leisure environment, be flexible and support the financial needs of the business by working collaboratively with all departments.

We will be relying on you to keep the company finances healthy and make sure all departments are running efficiently.

### **Role Responsibilities**

- ✓ Raising purchase orders and posting supplier invoices
- ✓ Bank reconciliations
- ✓ Reviewing aged creditor reports and preparing supplier payments
- ✓ Corresponding with suppliers and responding to enquiries
- ✓ Supplier statement reconciliations
- ✓ Weekly reporting and F&B procurement using Procure Wizard
- ✓ Working closely with departments to ensure effective purchasing processes
- ✓ Processing staff expenses and coding receipts and invoices
- ✓ Posting credit card transactions
- ✓ Purchasing office and computer equipment
- ✓ Weekly Vivaticket surfing, F&B and retail reporting
- ✓ Raising invoices for corporate customers and chasing payments
- ✓ Managing the fixed asset register
- ✓ Posting period-end accruals and prepayments

- ✓ Gift voucher reporting
- ✓ Monitoring financial processes
- ✓ Assisting with monthly management accounts
- ✓ Assisting with annual financial statements and audit
- ✓ Ad-hoc finance duties including reporting and analysis
- ✓ Assisting with monthly payroll and pension contributions
- ✓ Providing cover for the Head of Finance and Management Accountant
  
- ✓ Focus on profitable sales growth and cost control.
- ✓ Ensure timely and accurate financial transactions and provide MIS for effective decision-making.
- ✓ Support the Head of Finance corporate tax strategy, VAT, and resource allocation.
- ✓ Deliver annual budgets, forecasts, and financial reports to the GM/CEO and Board.

**POLICIES, PROCEDURES & PROCESSES**

- ✓ Drive process improvements to enhance system efficiency, guest experience, and productivity.
- ✓ Be available to work extended hours, including weekends, school holidays, and public holidays.

<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>✓ Bachelor’s degree in finance, accounting or any other relevant field.</li> </ul>
<b>Required/Preferred Experience</b>	<ul style="list-style-type: none"> <li>✓ Total 3 years of professional experience, (Required)</li> <li>✓ Preferred = within a similar leisure ‘Guest Experience’ driven environment – E.g. Hospitality/Leisure</li> </ul>
<b>Required Professional Skills and Attributes</b>	<ul style="list-style-type: none"> <li>✓ Excel super user</li> <li>✓ Strong processes and controls experience</li> <li>✓ Data analytic skill set- Computer literate – Microsoft Office/Proficient in Excel/Word /PPT</li> <li>✓ Possess sound financial management skills and be results-orientated</li> <li>✓ Excellent organisational and time-management skills</li> <li>✓ Excellent verbal, and written communication skills</li> <li>✓ Excellent people skills, ability to motivate and inspire and collaborate</li> <li>✓ Able to use your initiative effectively and take a proactive approach to any challenges that arise</li> </ul>
<b>Required Personal Qualities</b>	<ul style="list-style-type: none"> <li>✓ Fluent Written and spoken English (Arabic speaker an advantage)</li> <li>✓ Experience or familiarity with middle East environment and culture (preferable)</li> <li>✓ Honest/ethical/transparent/fair</li> <li>✓ Problem-solver/calm approach under pressure</li> <li>✓ Approachable/respectful of others</li> <li>✓ Hard-working/Hands-on/’Do it now’ and ‘Can do’ attitude</li> <li>✓ A proactive and ambitious mindset</li> <li>✓ An exceptional work ethic with a desire to ‘muck-in’!</li> <li>✓ Self-motivated/energetic/Innovative with positive energy</li> <li>✓ Strong sense of duty</li> <li>✓ Excellent communicator</li> <li>✓ Ability to work under pressure</li> </ul>

## **HOW YOU DO IT:**

Our Team Culture depends on all our team pulling together, and competencies and behaviours matter. Through our performance appraisal process, the Senior Management Team at Bahrain Surf Park is committed to supporting you to behave and perform according to our values.

### **Waves for All:**

We are inclusive in everything we do. We nurture everyone from the complete novice to expert surfer and all in between. We do this with equal respect for everyone, and without judgement. We champion diversity. We have integrity and are genuine. We do what we say we will do and do it in a way that aligns with our values – every minute of every day. We deliver ‘Waves for all’ through positive interactions with our guests and strive to get it right first time.

### **Bringing the Aloha Spirit to Bahrain:**

We love and respect Hawaii - the birthplace of surfing - and we embrace their *Aloha Spirit* in everything we do. Our positive work environment and culture embodies at its core a unique, nurturing and compassionate essence which promotes kindness, understanding & harmony among people, regardless of their background or beliefs.

### **Vitality:**

We support each other because everyone matters. People are our business, define who we are and what we are. We care. We work collaboratively as one team, sharing ideas, knowledge and insight to achieve our common purpose. We have the knowledge, skills, enthusiasm and passion to make a difference to everyone around us. We do things ‘The BSP Way’. We recruit with Attitude in Mind. Our people-centric culture drives everything we do, and underpins the way our guests feel about us, resulting in our ultimate business success.

### **We Strive for Excellence:**

We do everything to the best of our ability and never accept second best. Our first priority is SAFETY. We are resourceful and create the best possible experience for our guests and our BSP team. We look for new ways of doing things, embrace change and overcome difficulties through Teamwork and open and honest communication.

### **Creating Smiles:**

Everything we do and how we do it is about creating safe and memorable experiences for our guests. We are a SMILE FACTORY!

© Our passion is to ensure everyone who visits Bahrain Surf Park has THE BEST experience and shares the joy with their friends and family, and wants to return again and again... and again...