



## JOB DESCRIPTION

<b>Role:</b>	<b>Management Accountant: Bahrain Surf Park – Club Hawaii Experience</b>
<b>Salary/Pay Band:</b>	3.0
<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 Management Accountant, you will contribute to the development of the department through helping to transform our internal processes and to support our business to deliver a full finance function. You will support the Head of Finance in creating accurate and timely management accounts, playing a key role in ensuring delivery of accurate monthly results, ensuring they reflect the current performance of the business and driving initiatives as required. You will support the Operations team, other departmental teams and external agencies, to deliver the commercial success of BSP. You will uphold the BSP culture of excellence, and by ensuring the Finance systems work as they should, you will indirectly assist the Operations team deliver commercial success.

You will:

1. Support the Finance Function in accordance with Company guidelines, our Strategy, in line with your own annual objectives. You will uphold BSP's Vision, Mission, and Values, and work to achieve our business goals
2. Be responsible for implementing and overseeing all financial controls (banking mandates, balance sheet reconciliations, cash management, procurement policies)
3. Work with the Head of Finance in setting up and implementing accounting policies and ERP system for processing financial transactions and integration with the other IT infrastructure including business processes, point of sale, etc.
4. Work with the Head of Finance and implementing and processing financial policies & controls (banking mandates, assets register, account reconciliations, cash management, procurement, collections, payments, insurance and taxation)
5. Assist the Head of Finance in preparing Board Reporting, Statutory and Internal Audits, Budgeting and Forecasting, MIS reporting, Financial Modelling, Trend and Variance Analysis, Banking covenants, CAPEX Management, Assets & Inventory Accounting, etc.
6. Ensure smooth and efficient Finance function through meticulous planning, and rigorous efficiency.
7. Carry out the responsibilities with integrity, accuracy and transparency, and work with the wider BSP team to drive the company strategy both internally and externally.

## WHAT YOU DO/ROLE RESPONSIBILITIES

- ✓ Assist the Head of Finance with the production of the monthly P&L, forecasts, and quarterly Board reporting.
- ✓ Monitor actual performance vs. budget and report variances.
- ✓ Coordinate all fiscal reporting including revenue/expense, balance sheets, and funding agency reports.
- ✓ Support cost analysis and ensure compliance with legal and contractual obligations.
- ✓ Lead the audit process, address operational improvements, and ensure robust financial results.
- ✓ Ensure compliance with financial standards and controls.
- ✓ Safeguard financial assets through internal control systems.
- ✓ Promote financial best practices including budgeting, multi-year planning, reporting, analytics, and tax modelling.
- ✓ Implementing and overseeing all financial controls (banking mandates, balance sheet reconciliations, cash management, procurement policies)
- ✓ Developing accounting policies
  - Execution of the processes to support Procurement/Cash/Orders & Reporting
- ✓ Overseeing the production of monthly management accounts to tight deadlines
- ✓ Overseeing the production and development of financial and non-financial KPIs, moving us away from static centrally prepared spreadsheets to real time, self-serve tailored dashboards
- ✓ Managing the external professional advisors on tax and audit
  - Managing group audit and completion of the statutory accounts
  - Managing of group tax reporting (VAT etc)
  - Providing the business with deep insight into their revenue and cost streams to help optimise efficiency
  - Supporting the Head of Finance in decisions, ROI, scenario forecasting, developing Finance Systems
  - Updating cashflow forecast and presenting with effective analysis
  - Coordinating the month-end ledger close routine
  - Business partnering with site management teams
  - Production of business forecasting and budget process
  - Commercial & financial analysis and business modelling
  - Preparation of board pack
  - Review, document and audit systems processes
  - Management of corporate compliance reporting
  - Maintain the fixed assets register

## STRATEGY

- ✓ Collaborate with the Head of Finance & the GM/CEO to develop and monitor the Finance Strategy, systems, and processes that drive commercial success and stakeholder returns.
- ✓ Support the Board of Directors with investor relations and information requests.

## GROWING THE BUSINESS

- ✓ Partner with the GM/CEO to drive performance aligned with strategy, business plans, and budgets.
- ✓ Identify and manage financial risks, implementing mitigation plans.
- ✓ 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> <li>✓ Accounting professional qualifications (ACA, CIMA, ACCA or equivalent)</li> </ul>
<b>Required/Preferred Experience</b>	<ul style="list-style-type: none"> <li>✓ Total (8+) 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>✓ Qualified accountant – 5+ years PQE</li> <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>✓ Prepared to make difficult decisions under pressure and bring the team along with those decisions</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>✓ Ethically minded, with recognition of social and environmental responsibilities</li> <li>✓ Ability to work under pressure</li> <li>✓ Proactive and ambitious mindset</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...