

Assistant Director Of Finance

Description

- **Support Strategic Financial Leadership** : Assist the Director of Finance in developing and implementing financial strategies that support the organization's long-term goals, sustainability, and profitability.
- **Ensure Financial Accuracy and Compliance** : Oversee accounting operations to maintain the accuracy, timeliness, and integrity of all financial data in accordance with applicable laws, regulations, and accounting standards (GAAP/IFRS).
- **Optimize Budgeting and Financial Planning** : Lead and coordinate the annual budgeting and forecasting processes, ensuring realistic, data-driven financial plans that align with organizational objectives.

Responsibilities

Financial Management & Reporting

- Assist in the preparation of monthly, quarterly, and annual financial statements and management reports.
- Monitor and analyze financial performance, providing insights and recommendations to senior management.
- Ensure compliance with accounting standards (GAAP/IFRS) and internal financial policies.
- Support internal and external audits and ensure timely resolution of audit findings.

Budgeting & Forecasting

- Coordinate the annual budgeting process across departments.
- Prepare financial forecasts, cash flow projections, and variance analyses.
- Track and control expenditures in line with approved budgets.

Accounting Operations

- Oversee general ledger maintenance, accounts payable/receivable, payroll, and bank reconciliations.
- Ensure accuracy and timeliness in month-end and year-end closing processes.
- Support the implementation and optimization of financial systems and software.

Strategic Financial Support

- Collaborate with the Director of Finance to develop and execute financial strategies.
- Provide analytical support for investment decisions, cost control, and business planning.
- Assist in risk management and development of internal controls to safeguard assets.

Hiring organization

The Zen Wellness Resort

Employment Type

Full-time

Job Location

Aswan Western Agricultural Road,
1252031, New Aswan City, Egypt

Date posted

November 4, 2025

Team Leadership & Development

- Supervise and mentor finance team members to ensure high performance.
- Promote a culture of continuous improvement, accuracy, and accountability.
- Act as acting Director of Finance in the absence of the Director.