

Financial Affairs Department

1. Chief Financial Officer (CFO)

- **Job Description:**
 - Oversee all financial activities of the municipality.
 - Develop and implement financial policies and strategies.
 - Manage the department's budget and resources.
 - Ensure compliance with financial regulations and standards.
 - Collaborate with other departments and external partners on financial matters.
 - Represent the department in public forums and meetings.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement strategic financial goals and objectives.
 - Monitor and evaluate the effectiveness of financial programs and policies.
 - Manage the department's budget, including forecasting and resource allocation.
 - Ensure all operations comply with local, state, and federal financial regulations.
 - Build and maintain relationships with key stakeholders, including government officials, community leaders, and financial institutions.
 - Lead, motivate, and develop a team of financial professionals.
 - Prepare and present reports on departmental performance and financial issues to senior management and elected officials.
 - Innovate and implement new financial technologies and practices to improve financial management.
 - **Requirements:**
 - **Education:** Master's degree in Finance, Accounting, or a related field.
 - **Experience:** 10+ years in financial management, with at least 5 years in a senior leadership role.
 - **Skills:**
 - **Leadership:** Proven ability to lead and manage large teams and complex projects.
 - **Strategic Planning:** Experience in developing and executing long-term strategic plans.
 - **Budget Management:** Strong financial acumen and experience managing large budgets.
 - **Communication:** Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
 - **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to think strategically and implement innovative solutions.
 - **Stakeholder Management:** Ability to build and maintain strong relationships with a wide range of stakeholders.
 - **Certifications:** CPA (Certified Public Accountant) or equivalent is preferred.
 - **Benefits:**
 - Salary: QAR 45,000 per month

- Comprehensive health insurance
- Retirement plans
- Paid time off (30 days per year)
- Professional development opportunities

2. Assistant CFO

- **Job Description:**
 - Assist the CFO in managing department operations and executing financial programs.
 - Develop and implement financial policies and procedures.
 - Oversee staff performance and ensure compliance with financial regulations.
 - Manage departmental projects and initiatives, ensuring they are completed on time and within budget.
- **Job Specifications:**
 - **Responsibilities:**
 - Assist in the development and implementation of strategic financial goals and objectives.
 - Support the CFO in budget management and financial reporting.
 - Coordinate activities among various units within the department to ensure seamless service delivery.
 - Supervise, mentor, and develop junior staff.
 - Ensure departmental operations comply with financial laws and standards.
 - Handle public inquiries and complaints related to financial issues.
 - Manage departmental projects, including planning, execution, monitoring, and reporting.
 - Identify opportunities for process improvement and implement best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Finance, Accounting, or a related field.
 - **Experience:** 8+ years in financial management, with at least 3 years in a management role.
 - **Skills:**
 - **Leadership:** Strong leadership and team management skills.
 - **Policy Development:** Experience in developing and implementing financial policies and procedures.
 - **Staff Management:** Proven ability to manage and develop staff.
 - **Communication:** Excellent verbal and written communication skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Project Management:** Experience managing projects from inception to completion.
 - **Certifications:** CPA (Certified Public Accountant) or equivalent is preferred.
 - **Benefits:**
 - Salary: QAR 35,000 per month

- Comprehensive health insurance
- Retirement plans
- Paid time off (25 days per year)
- Training and development programs

3. Financial Manager

- **Job Description:**
 - Manage the daily operations of the Financial Affairs Department.
 - Ensure compliance with financial regulations and standards.
 - Implement departmental policies and procedures to enhance financial management.
- **Job Specifications:**
 - **Responsibilities:**
 - Oversee the execution of financial programs and initiatives.
 - Monitor staff performance and provide training and development opportunities.
 - Develop and manage departmental budgets.
 - Liaise with other departments and external partners on financial issues.
 - Address public complaints and inquiries related to financial management.
 - Prepare and present reports on financial performance.
 - Identify areas for improvement and implement changes to enhance financial management.
 - Ensure compliance with health and safety regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Finance, Accounting, or a related field.
 - **Experience:** 5+ years in financial management or a related field.
 - **Skills:**
 - **Operations Management:** Strong ability to manage daily operations.
 - **Coordination:** Excellent coordination and organizational skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Communication:** Effective verbal and written communication skills.
 - **Budget Management:** Experience in managing budgets.
 - **Certifications:** Financial management certifications are beneficial.
 - **Benefits:**
 - Salary: QAR 30,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (20 days per year)
 - Professional development opportunities

4. Budget Analyst

- **Job Description:**
 - Analyze financial data and develop budget forecasts.

- Monitor and report on budget performance.
- Ensure compliance with budgetary regulations and standards.
- **Job Specifications:**
 - **Responsibilities:**
 - Analyze financial data and develop budget forecasts.
 - Monitor and report on budget performance.
 - Prepare budget reports and presentations.
 - Ensure compliance with budgetary regulations and standards.
 - Provide technical support and advice on budget issues.
 - Collaborate with other departments on budget-related matters.
 - Conduct training and awareness programs on budget management.
 - Identify opportunities for budget optimization and implement best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Finance, Accounting, or a related field.
 - **Experience:** 3+ years in budget analysis or a related field.
 - **Skills:**
 - **Analytical Skills:** Strong analytical skills in financial data analysis and budget forecasting.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Attention to Detail:** Meticulous in preparing budget reports and documentation.
 - **Technical Skills:** Proficiency in budget analysis software and tools.
 - **Certifications:** Budget analysis certifications are a plus.
 - **Benefits:**
 - Salary: QAR 20,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (18 days per year)
 - Training opportunities

5. Accountant

- **Job Description:**
 - Maintain financial records and prepare financial reports.
 - Ensure compliance with accounting standards and regulations.
 - Perform financial transactions and reconciliations.
- **Job Specifications:**
 - **Responsibilities:**
 - Maintain accurate financial records and documentation.
 - Prepare financial reports and statements.
 - Perform financial transactions and reconciliations.
 - Ensure compliance with accounting standards and regulations.
 - Provide support for audits and financial reviews.
 - Collaborate with other departments on financial matters.

- Identify areas for improvement in financial processes and implement changes.
- Participate in training programs on accounting practices and standards.
- **Requirements:**
 - **Education:** Bachelor's degree in Accounting, Finance, or a related field.
 - **Experience:** 3+ years in accounting or a related field.
 - **Skills:**
 - **Technical Skills:** Strong technical skills in accounting and financial reporting.
 - **Analytical Skills:** Ability to analyze financial data and prepare reports.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Attention to Detail:** Meticulous in maintaining financial records and documentation.
 - **Certifications:** CPA (Certified Public Accountant) or equivalent is preferred.
- **Benefits:**
 - Salary: QAR 18,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities

6. Payroll Specialist

- **Job Description:**
 - Manage payroll processing and ensure compliance with payroll regulations.
 - Prepare and distribute payroll reports.
 - Maintain accurate payroll records.
- **Job Specifications:**
 - **Responsibilities:**
 - Process payroll for employees, ensuring accuracy and compliance with regulations.
 - Prepare and distribute payroll reports.
 - Maintain accurate payroll records and documentation.
 - Address payroll-related inquiries and issues from employees.
 - Collaborate with other departments on payroll matters.
 - Ensure compliance with local, state, and federal payroll regulations.
 - Identify opportunities for payroll process improvement and implement changes.
 - Participate in training programs on payroll processing and regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Accounting, Finance, or a related field.
 - **Experience:** 2+ years in payroll processing or a related field.
 - **Skills:**

- **Technical Skills:** Strong technical skills in payroll processing and reporting.
- **Communication:** Effective verbal and written communication skills.
- **Attention to Detail:** Meticulous in maintaining payroll records and documentation.
- **Problem-Solving:** Strong problem-solving abilities.
- **Compliance:** Knowledge of local, state, and federal payroll regulations.
- **Certifications:** Payroll certifications are a plus.
- **Benefits:**
 - Salary: QAR 16,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (12 days per year)
 - Training opportunities

7. Financial Analyst

- **Job Description:**
 - Conduct financial analysis and prepare financial reports.
 - Develop financial models and forecasts.
 - Provide support for financial decision-making.
- **Job Specifications:**
 - **Responsibilities:**
 - Conduct financial analysis and prepare reports.
 - Develop financial models and forecasts.
 - Provide support for financial decision-making.
 - Collaborate with other departments on financial matters.
 - Ensure compliance with financial regulations and standards.
 - Prepare presentations on financial analysis and findings.
 - Identify opportunities for financial optimization and implement best practices.
 - Participate in training programs on financial analysis and modeling.
 - **Requirements:**
 - **Education:** Bachelor's degree in Finance, Accounting, or a related field.
 - **Experience:** 3+ years in financial analysis or a related field.
 - **Skills:**
 - **Analytical Skills:** Strong analytical skills in financial analysis and modeling.
 - **Communication:** Effective verbal and written communication skills.
 - **Technical Skills:** Proficiency in financial analysis software and tools.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Attention to Detail:** Meticulous in preparing financial reports and documentation.
 - **Certifications:** Financial analysis certifications are a plus.
 - **Benefits:**

- Salary: QAR 20,000 per month
- Comprehensive health insurance
- Retirement plans
- Paid time off (18 days per year)
- Training opportunities

8. Accounts Payable/Receivable Clerk

- **Job Description:**
 - Process accounts payable and receivable transactions.
 - Maintain accurate records of financial transactions.
 - Ensure compliance with accounting standards and regulations.
- **Job Specifications:**
 - **Responsibilities:**
 - Process accounts payable and receivable transactions.
 - Maintain accurate records of financial transactions.
 - Prepare reports on accounts payable and receivable activities.
 - Ensure compliance with accounting standards and regulations.
 - Address inquiries and issues related to accounts payable and receivable.
 - Collaborate with other departments on financial matters.
 - Identify opportunities for process improvement and implement changes.
 - Participate in training programs on accounts payable and receivable processes.
 - **Requirements:**
 - **Education:** High school diploma or equivalent; Bachelor's degree in Accounting, Finance, or a related field is a plus.
 - **Experience:** 2+ years in accounts payable/receivable or a related field.
 - **Skills:**
 - **Technical Skills:** Strong technical skills in accounts payable and receivable processing.
 - **Attention to Detail:** Meticulous in maintaining records and documentation.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Accounting certifications are a plus.
 - **Benefits:**
 - Salary: QAR 14,000 per month
 - Comprehensive health insurance
 - Paid time off (10 days per year)
 - Professional development opportunities