

AREE GROUP JOB ANNOUNCEMENT

هەلی کار لە ئاری گروپ

Position Title	Finance Officer
Company	AREE Group
Job Location	Erbil- KRI/Head Office
Employment Type	Full-Time
Number of Posts	1
Start Date	As Soon As Possible
Application Deadline	20 September 2026

A. JOB SUMMARY

AREE GROUP for General Contracting is looking for a motivated and detail-oriented Finance Officer to join its Head Office in Erbil, covering substations across Kurdistan/Iraq as required.

The Finance Officer will be responsible for supporting the day-to-day financial operations of the company, including payment processing, cash and bank management, financial documentation, budgeting support, expense monitoring, financial reporting, and coordination with internal departments.

The successful candidate will ensure that financial transactions are processed accurately and on time, proper supporting documentation is maintained, and company financial procedures and internal controls are followed.

B. MAIN DUTIES AND RESPONSIBILITIES

Financial Operations

- Support the day-to-day financial activities of the company.
- Process and record financial transactions accurately and on time.
- Prepare payment requests, payment vouchers, receipts, and other financial documents.
- Review financial documents to ensure accuracy, completeness, and proper approvals.
- Maintain organized and up-to-date financial records.
- Coordinate with relevant departments regarding financial requests and documentation.

Financial Reporting

- Assist in preparing monthly and periodic financial reports.
- Prepare account schedules and supporting financial documents.
- Assist in analyzing financial data and identifying discrepancies or unusual transactions.
- Provide accurate accounting information to the Finance and Accounts team and management when required.



Project and Cost Accounting

- Record and monitor project-related expenses and costs.
- Assist in tracking project expenditures against approved budgets.
- Coordinate with project teams to collect and verify supporting documents for project expenses.
- Assist with project cost reports and cost analysis.
- Ensure proper allocation and documentation of project-related costs.

Accounts Payable and Receivable

- Review supplier invoices and supporting documents before payment processing.
- Monitor outstanding supplier payments and payment schedules.
- Maintain records of customer receivables and outstanding balances.
- Follow up on pending payments and receivables when required.
- Reconcile supplier and customer accounts.
- Coordinate with Procurement and other departments regarding purchase orders, invoices, and payment documentation.

Cash, Bank, and Reconciliation

- Maintain accurate records of cash and bank transactions.
- Assist with daily cash management and cash flow monitoring.
- Prepare and maintain bank reconciliation records.
- Monitor bank balances and upcoming financial obligations.
- Manage petty cash transactions and ensure proper supporting documentation.
- Coordinate with banks and financial institutions when required.

Project Finance Support

- Monitor financial transactions related to company projects and sites.
- Review project-related expenses and supporting documents.
- Assist in tracking project costs against approved budgets.
- Coordinate with project teams regarding financial requirements and expenditures.
- Prepare project financial summaries and reports as required.

Compliance and Internal Controls

- Ensure financial transactions comply with company policies and procedures.
- Follow established financial controls and approval processes.
- Maintain proper documentation for all financial transactions.
- Support internal and external audits by providing required financial documents.
- Assist with tax and regulatory documentation as required.
- Maintain confidentiality of financial and company information.



Coordination and Administrative Control

- Coordinate with Accounting, Procurement, HR, Administration, and Project teams on financial matters.
- Support the Finance Manager and Accounts team in financial and administrative activities.
- Assist in improving financial processes and documentation.
- Perform other finance-related duties assigned by management.

C. REQUIREMENTS & QUALIFICATIONS

Education

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional certification in Finance or Accounting is an advantage.

Experience

- Minimum of 3-5 years of relevant experience in finance, accounting, or financial operations.
- Previous experience in the construction, contracting, engineering, or project-based industry is an advantage.
- Experience in using ERP/Odoo (Advantage).
- Experience in financial operations, payments, cash management, budgeting, and financial reporting is preferred.

Languages

- Fluency Kurdish, Arabic, and English (written and spoken).

COMPETENCIES & SKILLS

Technical Competencies

- Financial Operations and Transaction Processing
- Cash and Bank Management
- Accounts Payable and Receivable
- Budget Monitoring
- Cash Flow Monitoring
- Financial Reporting
- Expense Monitoring and Cost Control
- Financial Documentation
- Internal Controls
- Basic Financial Analysis

Systems and IT Skills

- Good proficiency in Microsoft Office Suite, particularly Excel.
- Good knowledge of Excel functions, financial reporting, and data analysis.
- Experience using ERP or financial management systems.
- Ability to maintain accurate electronic financial records.



Leadership and Behavioral Competencies

- Strong attention to detail and accuracy.
- Good analytical and problem-solving skills.
- Strong organizational and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- High level of integrity, confidentiality, and professionalism.
- Ability to work independently and as part of a team.
- Proactive approach to identifying and resolving financial issues.

Communication and Interpersonal Skills

- Good verbal and written communication skills.
- Ability to communicate effectively with management and different departments.
- Good coordination and interpersonal skills.
- Ability to work effectively in a cross-functional team.

Other Requirements

- The position is based in Erbil; therefore, the successful candidate must be a resident of Erbil.
- Willingness to travel to substations across Kurdistan/Iraq as required.
- Willingness to work outside standard working hours when required.

D. COMPENSATION & BENEFITS

Salary Range

- 1,700,000 – 2,000,000 IQD per month (subject to qualifications, experience, and technical competency)

Benefits & Entitlements

- Transportation allowance and/or company transportation for business-related travel.
- Medical insurance.
- Social Security coverage.
- Paid annual leave and other applicable benefits in line with company policy.

E. APPLICATION PROCESS

- Interested candidates are invited to please send their most updated CV to (jobs@areegroup.com) and indicate (Finance Officer) into the subject of the email.
- The deadline for applying is **20/09/2026**.

