

Nasser Centre for Science and Technology

<https://www.ncst.edu.bh/job/accountant/>

Accountant

Description

Nasser Centre for Science & Technology is seeking a qualified and detail-oriented Accountant to support the Centre's financial operations and reporting requirements.

Responsibilities

- Maintain accurate accounting records and ensure that financial transactions are recorded promptly and correctly.
- Process accounts payable and receivable, payments, invoices, and supporting documentation.
- Perform bank, ledger, and account reconciliations and resolve discrepancies in a timely manner.
- Assist with monthly and year-end closing activities and the preparation of financial reports.
- Support budget preparation, expenditure monitoring, payroll-related entries, and financial analysis.
- Maintain organised financial records and provide documentation required for internal and external audits.
- Ensure compliance with applicable accounting standards, internal policies, and statutory requirements.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of two years of relevant accounting or finance experience.
- Sound knowledge of accounting principles, financial reporting, and reconciliations.
- Proficiency in Microsoft Excel, accounting software, and relevant digital tools.
- Strong analytical, organisational, and problem-solving skills with close attention to detail.
- Good communication skills and command of English.

Hiring organization

Nas

Employment Type

Full-time

Job Location

Kingdom of Bahrain

Date posted

September 8, 2026