**JOB DESCRIPTION**

**JOB TITLE** Financial Data Analyst **– Arabic speaking**

**LOCATION** London

**DEPARTMENT** Corporate

**REPORTS TO** Group Head of Financial Planning & Analysing

**Background**

Established in 1977, Longulf specialises in supplying Raw Materials and Machinery to meet the needs of manufacturing companies. With a global network of suppliers we provide services for all aspects of international trading, including marketing, logistics, finance and after sales support. We provide dependable, responsive and innovative sources for materials and resources that are essential for our customers’ success. For suppliers, we offer a secure and valuable channel into alternative markets and place goods advantageously with competitive pricing.

**Overview**

Do you have experience of maintaining accurate accounting records? Do you possess excellent organisational, analytical and budget management skills? Are you well versed in using MS-Excel Spreadsheets? If you have answered yes to all of the above, then this could be the role for you!

A new opportunity has arisen for an enthusiastic and motivated financial professional to join our fast-paced finance team as Data Analyst, based in our Head Offices in London.

**Key deliverables (Essential duties and responsibilities)**

* Support the monthly management reporting process for the HAS Group, ensuring information is produced accurately and on a timely basis, including but not limited to:
* Mine and analyze large datasets, perform initial analysis to assess the quality & validity of the data
* Perform further analysis to determine the meaning of the data
* Draw valid inferences and present them successfully to the head of FP&A using MS Excel.
* Prepare reports based on analysis and present them.
* Identify areas to increase efficiency and automation of processes.
* Identify, analyze, and interpret trends or patterns in complex data sets
* Helping develop reports and analysis.
* Set up and maintain automated data processes.
* Produce and track financial key performance indicators.
* Develop and support financial reporting processes.
* Create data dashboards, graphs and visualizations.
* Assist with Group consolidation on a monthly basis.
* Maintains database by entering, verifying, and backing up data.

*Please note: The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. This job description is subject to review and periodical updates to ensure that it truly reflects the strategic direction requirements of the role.*

**What do you need to be successful?**

* BSc degree in Finance, Accounting or Business Administration
* **Bilingual in both English and Arabic is essential (reading/writing/typing**)
* Excellent mathematical skills; understanding of data privacy standards
* Strong MS Excel and MS Word.
* Strong organisational skills. Someone who can plan, prioritise and achieve deadlines
* Part-Qualified will be appreciated

**Closing date**

5:00PM UK time on 30 July 2021. We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

**How to apply**

Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send application to recruitment@longulf.com or by post to Human Resources Department Longulf Trading (UK) Ltd. Prince Albert House, 2 Kingsmill Terrace, London NW8 6BN. Application should include CV and cover letter stating how you meet each requirements and why you are interested in the role.

Due to the urgency to fill this role, applications will be reviewed on a rolling basis and we reserve to close this advert before the confirmed closing date when we are in receipt of sufficient application.

In order to process job applications, Longulf Trading (UK) collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at <https://www.longulf.com/PrivacyPolicy/>