

KAPITA

Finance Officer

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

In order to upgrade the Iraqi ecosystem, KAPITA is working on new startups development, helping established Iraqi startups small businesses to scale their (market, production, and evaluation), as well as personal development for entrepreneurs. KAPITA is taking the next logical step, by starting the first incubator and accelerator in Baghdad that hosts the most promising startups, providing them with seed funds, infrastructure and business services, financing and public relations. We will support the community by enhancing the entrepreneurial movement, building youth capacity, and feeding the private sector with human resources and knowledge-based, well-planned successful businesses.

We aim to be the institute that forms the core engine in developing the private sector in Iraq, we believe that to accelerate the growth of ecosystems and Entrepreneurs, there must be a core engine that grows fast in order to cause an overall growth and development to take Iraqi startups and small businesses to the next level.

Duration

The contract duration is **8 months with 60% of FTE** “*full-time employment*”. The duration of the contract is *extendable*

Professional Competencies :

- Bachelor’s degree in Finance, Accounting or relevant field.
- A minimum of 3 years’ experience in a similar role.
- In-depth knowledge of financial regulations and accounting processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.

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Role And Responsibilities :

- Create and implement financial policies to guarantee operational efficiency.
- Oversee the preparation and planning of budgets.
- Maintain records and receipts for all daily transactions.
- Ensure financial records are kept up-to-date with the latest transactions and changes.
- Contribute to financial audits.
- Monitor all bank deposits and payments.
- Perform periodic financial analysis to detect and resolve problems.
- Prepare balance sheets and invoices.

Submission

Please send your CV and any other supporting documents to applications@kapita.iq with the subject line "Finance Officer Application"

Submission Deadline: 26th September, 2021 6:00 pm Baghdad time

Please Note that we can only respond to successful applicants that pass into the second stage of evaluation.

NOTICE: Due to the urgency of the position, Kapita reserves the right of starting the interviews with selected candidates and fill the vacancy before the closing date.

Only shortlisted candidates will be contacted.

Female Candidates are encouraged to apply for this position. Kapita is an equal opportunity employer and we actively seek out diverse backgrounds, perspectives, and skills.