

Accountant			
Job Title	Accountant		
Division	Finance		
Department	Finance		
Section	Finance		
Location	IBU-UAE	Direct Reports	
Reports To	Finance Manager	Version Number	1
External Relations	Vendor, Medical Insurance Broker, Bank	Guide Number	
Internal Relations	& Admin Department, Operations, Customer Serv	Job Code	

Basic Function

Maintaining, book keeping and analysis all the SMSA UAE financial transactions such as accounting, payments, reconciliation, monthly reporting etc. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Booking and posting all the vendor invoices accurately in financial system in a timely manner.
- Receiving and reviewing all the vendors and suppliers' invoices and confirm that all the related documents are attached (PRF, quotations, LPO, DN, Completion certificate etc.)
- Reviewing all third parties' invoices with the billing agent and ensure their analysis and matching with SMSA AWBs before processing the payment.
- Ensure that credit notes from vendor are requested as and when required and are accounted accurately in correct accounting period.
- Ensure that all the advances, accruals and prepaids are accurately amortized and expensed and are accounted in correct accounting period within the required timeline.
- Ensuring that all the vendor invoices are UAE FTA compliant and VAT return is filed and VAT is paid within the FTA deadline.
- Ensuring that all the vendor SOA are reconciled at least once every quarter.
- Monthly booking of Staff accrual Salary, EOSB, GOSI, staff loans and other addition/ deductions.
- Booking all the payroll related entries accurately as per approved payroll sheet latest by last working day of the same month.
- Capitalizing new fixed assets in Financial System in correct period in-line with completion date and put-to-use date of asset. Record the asset details in the Asset Control Report.
- Ensuring that asset capitalization is supported by necessary documents and is in compliance with International Financial reporting standards.
- Maintain asset register and ensure that all the assets are appropriate depreciated as per asset life-cycle per SMSA policy.
- Ensuring that Finance department comply with requirement of all the audits required per SMSA requirements.

- Assist in monthly P&L close by ensuring that all the period costs are appropriately booked and necessary accruals and provisions are provided for.
- Reconciling all the GLs on monthly basis and ensure that each GL balance is clearly explained and action item are resolved before the next close.
- Assist in monthly management reporting and ensure that deadlines are met
- Prepare monthly direct cost/ expense/ revenue allocation reports.
- Booking all the inventory consumption transactions in appropriate GL.
- Ensuring that all the expense, revenue, payment and receipt entries from Inter-Company GLs are appropriately accounted in books of account in correct period.
- Administering the filling process and ensure that the file register is accurate and maintained as per SMSA requirement.
- Performing the yearly fixed assets physical inventory.
- Performing the yearly supplies physical inventory.
- Perform & assist in adhoc and special assignments as and when required.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 4
Analytical Thinking	Level 3
Communication	Level 2
Continuous Learning	Level 3
Initiative	Level 4
Planning & Organizing	Level 3
Teamwork	Level 4
Technical Competencie	
Compliance Management Knowledge	Intermediate
Database Management Knowledge	Intermediate
Learning & Development Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Payment Collection and Remittance Management Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate
Competencies – EHS	
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting	
Organizational Competencies	
Beginner <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent. & or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry. <div>or</div> Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position <div>or</div> Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position	

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:
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I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date:
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