

Manager - Finance			
Job Title	Manager - Finance		
Division	Finance		
Department	Finance		
Section	Finance		
Location	IBU-UAE	Direct Reports	ant, Billing Agent & AR Executive
Reports To	Administratively: Country Manager- UAE	Version Number	1
External Relations	Vendors , 3rd Party	Guide Number	
Internal Relations	All Departments	Job Code	

Basic Function

Safeguard SMSA asset's, to act as custodian of the business. Managing SMSAs financial planning, accounting, controlling and reporting functions, financial feasibility, and cash management. Provide insight and decision support to the SMSA HQ team and to SMSA UAE team regarding strategic decision making. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Prepare and ensure accuracy of the daily, monthly, quarterly management reports as directed from SMSA HQ Finance team.
- Provide insight and decision support to the Country Manager and to other departmental
- heads regarding strategic decisions related to UAE.
- Ensure SMSA is adhering to internal and external audit requirements.
- Ensure SMSA complies with all UAE governments reporting requirements.
- Ensure Collections of Receivables per KPI. Adapt report KPI requirements of each functional area.
- Review contracts with customers and prepare financial feasibility study of new project. Coordinate new project as relevant to business financial prospects.
- Acquire the technological capabilities to automate the accounting data base and reporting requirements.
- Ensure effective registration of all assets within the SMSA Fixed Assets Register in accordance with approved policies and procedures.
- Visit customers and suppliers to solve any issues.
- Handle discount approval as limited by authority.
- Manage SMSA risk exposure by ensuring that appropriate insurance policies are in place
- Prepare annual budget and forecast in coordination with Country Manager for and ensure timely submission of budget to Director Finance.
- Ensure that the budgets are adhered to by all departments.
- Ensure banking operations are done smoothly and reconciliations are prepared and looked at timely.

- Assist Country General Manager in preparation of strategic business plan as required by corporate management.
- Ensure purchases are in compliance with policies of HQ and company's best interests are kept while finalizing purchasing decisions.
- Support preparation of strategy plan of department.
- Monitor and oversee accounting functions and transactions.
- Ensure internal controls are implemented within policies, procedures and accounting standards, and appropriate external requirements/liaison.
- Ensure collective high standards of performance from the team, communicating/ allocating work requirements, priorities, expectations, and responsibilities.
- Monitor standards and timely production of reports generated by accountant team.
- Coordinate resolution of issues relating to payments/approval per company policy/procedures and budgets.
- Perform other assignments as required.

HR

- Monitor/measure staff performance.
- Recommend promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

Team Supervision

- Supervise accounting staff and ensuring completion of overall daily accounting related tasks.
- Supervise the preparation of analysis reports of financial statements for SMSA project to ensure optimum level of current assets necessary to fulfill its current liabilities.
- Supervise the regular analysis of SMSA expenditure and highlights areas of concerns to Director - Finance.
- Supervise the SMSA annual accounts closing and financial statements preparation processes and discuss yearend financial results with the Director - Finance prior to presenting them to the Board of Directors for approval.
- Supervise and guides assigned team to meet tight deadlines and department objectives.

General

- Overall supervision of SMSA accounting operations.
- Ensure efficient and effective flow of the financial processes within SMSA.
- Ensure proper development, documentation and approval of financial policies and procedures necessary to meet the needs of SMSA business.
- Ensure proper filing of financial records and documents in safe conditions and in a manner that facilitate ease of retrieval of these documents as and when needed.
- Coordinate with related department to solve any issues of customer and suppliers account.
- Coordinate with others relating department for new project.
- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.
- Ensure the staff operates at highest level of quality and productivity and exhibits high levels of integrity and ethical behavior.

- Review and verify the work of assigned team of accountants to ensure the accuracy and integrity of transactions and financial information.

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 Competence	
Communication	Level 4
Decision Making	Level 4
Resource Management	Level 4
Risk Management	Level 3
Teamwork	Level 4
Visioning & strategic Direction	Level 4

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
Intermediate
<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
<p>Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.),. At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.</p> <p style="text-align: center;">or</p> <p>Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position</p> <p style="text-align: center;">or</p> <p>Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position</p> <p><i>*Note: Industry Experience wherever its applicable</i></p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:

Employee Name:

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: