

Accountant - Finance Accounting

Job Title	Accountant		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Accounting		
Location		Direct Reports	
Reports To	Accountant Supervisor	Version Number	1
External Relations		Guide Number	6981
Internal Relations		Job Code	

Basic Function

Maintaining and keeping all the records regarding with payment transaction and customs invoicing kingdom wide accounting & payments, out-standing reports and bank reconciliation, weekly and monthly reports. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Checking of daily bank deposits and keeping in record as summary.
- Maintain accounts receivable (A-R) in Dbase (Excel-sheet).
- Posting Accounts receivable and Non-AR JV in oracle system.
- Posting of return cheques.
- Making of accounts receivable daily report (ARDP).
- Making of Non-AR journal vouchers.
- Taking of AR pending list and maintaining new accounts. ALL THESE JOBS SHOLD BE ACCURATE & ERROR FREE.
- Booking all related payment (CPV) cheque Payment Voucher prepared by our cashier.
- Collecting and arranging all payments to all suppliers by our cashier and entering into our bank book ledger.
- Maintaining and keeping all the records regarding payment transactions.
- Keeping and filling all records of invoices that has been paid.
- Prepare Journal Vouchers/Expense allocation for some of the payments to be made.
- Recording & booking of various expenses for payments to be made and
- Forward to our cashier for cheque preparation.
- Bank Reconciliation of SMSA Head Quarter Operational account.
- Check and balancing figure of bank statement and SMSA book balances against issued cheques.
- Booking and preparation of Reconciliation of (SMSA) Companies Fixed deposit account placement by the company in the bank monthly.

- Reconciliation of account on Assurance company ledger balances against invoices and payments.
- Checking and Scrutiny of various bank book ledger balances kingdom wide monthly.
- Prepare report for all monthly Telephone and Utilities expense and accrual Kingdom wide.
- Monthly Allocation of accrued and reversal of accrual expenses, of telephone and utilities kingdom wide.
- Handling account payable (utilities, suppliers, Invoices, any relating expense...etc.)
- Handling bank reconciliation for main account and operational account.
- Prepare reports for allocating expense for Payroll kingdom wide monthly.
- Monthly booking of expense related to employee salaries kingdom wide.
- Prepare report for Staff accrued leave salary, accrued ticket & End of Service Benefits for all employees kingdom wide.
- Monthly preparation of Staff accrual Salary, Ticket & EOSB, GOSI Kingdom wide.
- Handling bank transaction printing to head quarter account.
- Preparing leave ticket and benefits accrual monthly.
- Preparing general expenses voucher or payment.
- Preparation of Accrued salary ledger balance kingdom wide.
- Preparation of Accrued overtime ledger balance kingdom wide.
- Squirting of all ledger account balances related to employees kingdom wide.
- Squirting of suppliers account by balance ledger.
- Preparing of approval for utilities and others expense.
- Preparing of approval for GOSI kingdom wide.
- Performs other assignments as required.
- Reconciliation (Bank /Cash on delivery)
- Staff overtime
- Store2door/COD
- Keeping record of QRM reports which forwarded to HO

General

- Coordinate with related department to solve any issues.
- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competence

Adaptability	Level 2
Analytical Thinking	Level 1
Continuous Learning	Level 3
Initiative	Level 2

Technical Competence

Accounting and Reporting Knowledge	Intermediate
Knowledge in Accounts Management	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) 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

Intermediate
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

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Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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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.), 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. or Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position or 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:

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: