

## Accounting Assistant - Finance Accounting

Job Title	Accounting Assistant		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Accounting		
Location		Direct Reports	
Reports To	Accounting Supervisor	Version Number	1
External Relations		Guide Number	6982
Internal Relations		Job Code	

### Basic Function

Support the accounting team by executing the accounting procedure for cash sales and custom duty. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Update cash sales collection In system
- Generate outstanding cash Sales reports for follow ups with Operation and SSC (SMSA Service Center) Department.
- Prepare report on prospect and wrong account pickups and send details to Operations and SSC (SMSA Service Center) Department for follow ups.
- Update custom duty daily collections.
- Summarize used Saudi Airlines Cargo Airway Bills for submission in Saudi Airlines Head Office.
- Update debit and credit notes for returned and re-deposited cheques in system.
- Recheck insurance request forms and verifying the logged information such as declared value, airway bill number, shipper details.
- Forward insurance related documents to Head Office (if based in other region) and keep complete copies for future references.
- Prepare customs duty invoices for bill recipient Bayans and forward the complete set of document to Operations department for further handing over to delivery staff.
- Arrange Bayans and segregate bill sender, third party, bill recipient shipments separately.
- Forward bill sender, third party Bayan details to Head Office (if based in other region) for billing purposes and maintain proper record
- Prepare customs duty invoices for credit customers.
- Send pre-alerts to Operations department (all three Regions) to inform regarding the customs duty related released shipments.
- Prepare reports for released shipments in excel format.
- Monitor customs duty fund.

- Carry out any additional functions assigned by the Accounting Supervisor
- Ensure accuracy of received documents
- Fuel consumption report preparation
- Preparation of bank book preparation
- Cash entry in SMSA systems (ERP)
- Preparation of Bank book in excel

### Reporting

- Record shipments custom duty clearance in other regions.
- Prepare various analysis reports on customs duty invoicing/collection for IES and IP released shipments.
- Keep all record of customs duty.

### 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

### Business Continuity

- 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 Competencies

Adaptability	Level 2
Analytical Thinking	Level 1
Teamwork	Level 1

### Technical Competencies

Accounting and Reporting Knowledge	Beginner
Knowledge in Accounts Management	Beginner
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Beginner
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Beginner

### 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

\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

### Decision Making

### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

### Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry.  
or

High / Middle School Certificate or Technical Courses

(Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position  
or

High / Middle School Certificate or Technical Courses

( Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position

\*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<b>Employee Name:</b>			

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.

<b>Signature:</b>	<b>Date:</b>