

Agent - Finance Billing			
Job Title	Agent		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Billing		
Location		Direct Reports	
Reports To	Billing Supervisor	Version Number	1
External Relations		Guide Number	6988
Internal Relations		Job Code	

#### Basic Function

Sorting AWBs/outbound airway bill entries for generating monthly invoices, invoice sorting with airway bill attachments and submitting to collection dept. Fully understand, drive and promote SMSA vision, culture and values.

#### KEY Responsibilities

##### Core

- Handling inbound airway bills delivery and POD entries.
- Checking inbound bill consignee checklist for generating IBBC invoicing. Checking and finalizing invoices.
- Handling outbound airway bills sorting & data entry for generating invoices.
- Preparing invoices and sorting with airway bill attachments.
- Responsible for finalizing inbound airway bill delivery and POD entries and checking CONS from manifests.
- Update cash international air waybills in the system & report to billing supervisor.
- Update cash domestic air waybills in the system & report to billing supervisor.
- Update cash other station air waybills in the system & report to billing supervisor.
- After updating all the air waybills, run the outstanding for all SSC (SMSA Service Center)
- & courier & report to billing supervisor, finance managers.
- After outstanding SSC (SMSA Service Center) & courier person come for prove their outstanding & provide the airway bill copies.
- Prepare (revise pickup delivery) air waybills, update them in the system & report to billing supervisor.
- Prepare all the air waybills and file them systematically
- Provide support to billing supervisor & finance manager as per their requirement.
- Sending CONS numbers and light numbers on a daily basis to Riyadh and keeping proper records for future references.
- Checking excel data for inbound airway bills against daily inbound actual manifest.
- Rechecking of airway bill information in system, manifesting and separating shipments from main data excel files.

- Rechecking and rectifying unit of measurement (kg/lbs) from system, adding missing airway bills in the excel data report.
- Updating AWBs in data entry screen.
- Sorting and segregating monthly invoices.
- Solving various billing disputes such as verifying customer account numbers/weight corrections/missing service types or customer details.
- Rechecking of inbound bill consignee checklist for generating invoicing.
- Cash sale AWB (domestic & international) update, sub location cash sale (domestic & international) update, RPD shipment update.
- Preparing cash sale outstanding report updates.
- Handling outbound domestic airway bills, sorting & daily data entries for generating monthly outbound invoices, special discount updating.
- Preparing list for AWBs and handing over to billing supervisor, generating domestic checklist for verifications.
- Checking accuracy of all the other information on the airway bills such as weight/services/PCS etc.
- Preparing reports for outbound load.
- Perform other assignments as required.
- IBU check list/Customer check list
- Insurance premium summary
- RUH/DMM account waybills dispatching to Riyadh/Dammam
- Re-billing through credit/debit notes
- PUX 43 scan (cancelled shipment)
- DXB checklist/Customer checklist
- Duties and responsibilities

#### General

- Coordinate with related department to solve any issues.

#### 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 Competencie

Adaptability	Level 2
Continuous Learning	Level 2
Initiative	Level 2
Teamwork	Level 1

### Technical Competencie

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

Beginner
<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

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:
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<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>