

## Director - Finance and Procurement

Job Title	Director		
Division	Finance and Procurement Division		
Department	Finance and Procurement Management Department		
Section	Finance and Procurement		
Location	Head Office	Direct Reports	National Manager – Finance
Reports To	Managing Director	Version Number	1
External Relations		Guide Number	6977
Internal Relations		Job Code	

### Basic Function

Maintaining SMSA assets by directing financial planning, accounting, controlling, and reporting functions while providing assistance and advice to functional managers on financial management issues. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Ensure availability of the technological requirements to automate accounting database and reporting requirements.
- Ensure accurate and timely preparation, approval, and disbursement of SMSA payroll.
- Implement policies and procedures for finance.
- Adapt reporting to KPI requirements of each functional area within Finance.
- Provide assistance and advice to functional managers on financial management issues.
- Implement system to monitor the propriety of financial decisions made across the firm.
- Head committees for new projects for horizontal and vertical growth of business.
- Follow up on preparation of monthly bank statements.
- Serve as project sponsor for ERP system & other automation projects.
- Generate and verify reports such as Revenue Report, Financial Statements Report, Audited Financials, Project Progress, and Reports on Demand, Company Budget, Monthly meeting report, Collection Report, and Customer Report.
- Provide financial information to internal auditors/higher management.
- Ensure internal controls are implemented within policies, procedures, and accounting standards, and appropriate external requirements/liaison.
- Monitor standards and timely production of reports generated by accounting team.
- Coordinate to resolve any issues related to payments/approval per company policy/procedures and budgets.
- Coordinate new projects with other relating departments.
- Purchasing

- Staff Survey
- Saudization
- Billing
- SMSA Holding level reporting
- SMSA Holding return filing (zakat & vat)
- Inventory
- Oracle fusion

## HR

- Review staff incentives.
- Ensures collective high standards of performance from the team, communicating/ allocating work requirements, priorities, expectations, and responsibilities.
- Monitor/measure staff performance.
- Recommends promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

## Planning

- Implement strategic financial plans.
- Design the financial information system according to the following criteria:
- Elementary data inputs to ensure flexible information sourcing.
- Reporting adapted to the needs of owners.
- External partners and management of functions (Reliable, Timely, Consistent, Accessible).
- Maintain the capabilities to carry out internal and external auditing.
- Implement a treasury management process to optimize the use of firm's financial resources (cash management, client invoicing and collection, supplier's payment, bank funding, etc.).
- Develop capabilities for cost/benefit analysis and project evaluation.

## Team Supervision

- Supervise and guide assigned team to meet deadlines and departmental objectives.

## General

- Supervise the efficient and effective preparation and coordination of SMSA annual budget and discuss it with the Managing Director prior to its approval from the Board of Directors.
- Supervise the preparation of SMSA budgeted cash flow statement and discuss it with the Deputy Managing Director prior to its approval from the Board of Directors.
- Supervise the generation of frequent cash flow analysis reports for SMSA projects.
- Ensure proper development, documentation, and approval of financial policies and procedures necessary to meet the needs of SMSA business.
- Ensure proper selection and implementation of SMSA Financial Information/Computer System and the availability of adequate IT security measures.
- 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.
- Assist with the development and implementation of SMSA Accounting Policies and Procedures.
- Supervise adherence of accounting policies and procedure.

- Ensure the staff operates at highest level of quality and productivity and exhibits high levels of integrity and ethical behavior by offering employee coaching and development when necessary and/or required.
- Review and verify the work of assigned team of accountants to ensure the accuracy and integrity of transactions and financial information.

## EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm,, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- 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
- Overseeing and monitoring all the work activities in order to make sure that work and job related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- 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, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

## Business Continuity

- Providing leadership, commitment, support, and resources to the BCMS.
- Assign responsibilities and authorities for other BCMS roles.
- Establishing and communicating the BC policy.
- Ensuring the performance of the BCMS is monitored, reviewed, and continually improved.
- Promoting and contributing to the BC culture

Competencies - Professional and Technical	
Behavioral Competence	
Adaptability	Level 2
Analytical Thinking	Level 4
Change Leadership	Level 3
Communication	Level 3
Creative Thinking	Level 3
Organizational & Environmental Awareness	Level 3
Resource Management	Level 4
Risk Management	Level 2
Team Leadership	Level 4
Visioning & strategic Direction	Level 2

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

Decision Making

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

Qualification : Education and Experience
<ul style="list-style-type: none"> <li>●Bachelor's Degree (Preferred specialization in their field of work).Must have at least ten (10) years of related work experience, 5 years of which should be in senior managerial/ executive capacity</li> </ul>

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: