

ERP Consultant - Finance and Procurement

Job Title	ERP Consultant		
Division	Finance and Procurement Division		
Department	Finance and Procurement Management Department		
Section	Finance and Procurement		
Location		Direct Reports	
Reports To	Director Finance	Version Number	1
External Relations		Guide Number	6978
Internal Relations		Job Code	

Basic Function

Under general direction provides technical expertise in Oracle EBS and well versed in Financial Processes of ERP Application. Provides problem resolution for systems applications; performs a variety of technical and analytical services for Business, Finance, SCM, Payroll and HRMS Module Report and custom module development, performs other related duties as assigned.

KEY Responsibilities

General

- Recognize necessary network improvements and make suggestions to the Director Finance
- Instruct to Runs complex projects/programs from design and development to production.
- Defines requirements and plan project lifecycle deployment.
- Defines resources and schedule for project/program implementation.
- Directs and oversees project engineering team and manages conflicts within group.
- Create strategies for risk mitigation and contingency planning.
- Plans and schedule project deliverables, goals, and milestones.
- Efficiently identifies and solves project issues.
- Develop Requests for Proposals (RFP) for external services.
- Designs and maintain technical and project documentation.
- Strong organizational, presentation, and customer service skills.
- Gaps identifying & solution recommendation
- Resolving ERP related issues
- Oracle fusion financial implementation support
- Regions key user query resolving
- Coordinate between IT team & regional user for solving issues
- Continuous improvement for EBS

Technical Development

- Design and Develop Custom Modules and Standard & XML Reports, Analyze and develop Business processes and suggest improvement to the management.
- Work closely with the Functional & Technical team in order to successfully manage the implementation, ongoing development, and training of related Oracle modules.
- Develops and produces physical design upon logical data models by employing program and business requirements and analysis; works closely with system users to ensure information system strategies are aligned with Business, Finance, Payroll, and Personnel needs.

Functional Process Development and Training Assist

- Well versed with Functional Module Processes
- Provides technical direction to users; formulates, assists and supports users with application training and technical support; sets up processes and procedures, and assists users in implementing new system modules and updating existing modules; reviews, evaluates and implements recommendations for improved methods or procedures; plans and implements departmental processes and projects.

EHS

- Ensuring that all safety related equipment and systems, particularly firefighting, 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

- 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	
Analytical Thinking	Level 4
Initiative	Level 4
Planning & Organizing	Level 4
Teamwork	Level 4
Technical Competencie	
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Advanced

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>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>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>*Note: Industry Experience wherever its applicable</p>

Date Of Release

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