

## National Administrator - Finance Management

Job Title	National Administrator		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Management		
Location		Direct Reports	
Reports To	National Manager Finance	Version Number	1
External Relations		Guide Number	6999
Internal Relations		Job Code	

### Basic Function

Performing finance office administration tasks and executive secretary duties for the National Finance Manager. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Maintain records and develop reports concerning new or ongoing programs.
- Forward reports to regional finance teams; follow up on reports from finance team and from other departments.
- Consolidate reports for manager.
- Assist the National Manager Finance to ensure effective and efficient office operations.
- Prepare and update relevant financial documentation as required.
- Perform standard office procedures including scheduling appointments, answering phones and ordering supplies.
- Interpret reports for the National Finance Manager also analyze and summarize reports.
- Research for new activities from the internet and from other sources and submit in proper format.
- Consolidate and analyze financial data, on-time delivery of daily, weekly and year-end reports.
- Record incoming documents for the manager from other departments and distribute the same after action from the manager back to the respective departments.
- Receive, sort, and distribute incoming and outgoing correspondence.
- Maintain staff personnel record.
- Prepare purchase order and order office supplies.
- Maintain a filing system for all financial documents.
- Assist the National Manager Finance for all issues related to monthly closing.
- Prepare correspondence (letter etc) and documentation (photocopying, filing )

- Prepare daily, weekly, monthly reports. (Daily Reports: Daily bank transaction report. Weekly Reports: Preparing weekly bank account statement report and weekly bill sender report, weekly bank balance report and preparing weekly collection report. Monthly Reports: Preparing monthly inbound revenue analysis report and cash sale outstanding report and credit customer outstanding reports.) including IBU
- Prepare all correspondence letters.
- Keeping record of all financial data.
- Assist National Manager Finance in financial reports and budget preparation

#### 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
Communication	Level 1
Initiative	Level 1
Stress Management	Level 2
Teamwork	Level 1

### Technical Competencie

Bank / Cash Operations Knowledge	Beginner
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 Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.
or
Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position
or
Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 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>