

National Manager - Finance Management

Job Title	National Manager		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Management		
Location		Direct Reports	Chief Accountant
Reports To	Director – Finance		Version Number 1
External Relations			Guide Number 7000
Internal Relations			Job Code

Basic Function

Managing SMSAs financial planning, accounting, controlling and reporting functions, financial feasibility, and cash management. Moreover, undertaking on case-by-case basis new projects relevant to the core business and managing such projects from financial perspective. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Ensure Collections of Receivables per KPI. Adapt report KPI requirements of each functional area.
- Review contracts with customers and prepare financial feasibility study of new project. Coordinate new project as relevant to business financial prospects.
- Acquire the technological capabilities to automate the accounting data base and reporting requirements.
- Provide assistance and advice to functional managers on financial management issues.
- Implement a system to monitor the propriety of financial decisions made throughout the firm.
- Support the Director - Finance in preparing daily and monthly management reports and basic preparation of departmental strategic plan.
- Monitor all collection regional wide.
- Control payments and bank reconciliation.
- Handle insurance shipments and office building and assets.
- Ensure effective registration of all assets within the SMSA Fixed Assets Register in accordance with approved policies and procedures.
- Ensure efficient coordination with the related Department to safe guard the SMSA fixed assets while in custody with staff.
- Assess and highlight risks associated with the SMSA fixed assets to Director - Finance.
- Ensure efficient disposal of the SMSA fixed in accordance to approved policies and procedures.
- Review all financial statements, audit reports, and management reports received from the team, and evaluate the performance of SMSA report the results to the Director - Finance.
- Supervise the preparation of monthly, quarterly and annual trail balanced and financial statements.

- Visit customers and suppliers to solve any issues.
- Handle discount approval as limited by authority.
- Prepare forecasting and budget of financial statements.
- Prepare various financial reports such as Revenue Report, Financial Performance Report, Collection Report, and Management Report.
- Provide financial information to internal auditors/higher finance management.
- Support preparation of strategy plan of department.
- Monitor and oversee accounting functions and transactions.
- Ensure internal controls are implemented within policies, procedures and accounting standards, and appropriate external requirements/liaison.
- Ensure collective high standards of performance from the team, communicating/ allocating work requirements, priorities, expectations, and responsibilities.
- Monitor standards and timely production of reports generated by accountant team.
- Coordinate resolution of issues relating to payments/approval per company policy/procedures and budgets.
- Perform other assignments as required.
- New software implementation
- Staff Survey
- Financial Audit
- Billing
- SMSA Holding level Report
- SMSA Holding return filing

HR

- Monitoring/measuring staff performance.
- Recommend promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

Team Supervision

- Supervise accounting staff and ensuring completion of overall daily accounting related tasks.
- Supervise the preparation of analysis reports of financial statements for SMSA project to ensure optimum level of current assets necessary to fulfill its current liabilities.
- Supervise the regular analysis of SMSA expenditure and highlights areas of concerns to Director - Finance.
- Supervise the SMSA annual accounts closing and financial statements preparation processes and discuss yearend financial results with the Director - Finance prior to presenting them to the Board of Directors for approval.
- Supervise and guides assigned team to meet tight deadlines and department objectives.

General

- Overall supervision of SMSA accounting operations.
- Ensure efficient and effective flow of the financial processes within SMSA.

- Ensure proper development, documentation and approval of financial policies and procedures necessary to meet the needs of SMSA business.
- 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.
- Coordinate with related department to solve any issues of customer and suppliers account.
- Coordinate with other relating department for new project.
- Coordinate with collection agent.
- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.
- Ensure the staff operates at highest level of quality and productivity and exhibits high levels of integrity and ethical behavior.
- 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

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.
- Identifying and acknowledging supply chain priorities.
- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.

- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.
- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management

Competencies - Professional and Technical	
Behavioral Competence	
Adaptability	Level 2
Analytical Thinking	Level 4
Communication	Level 4
Creative Thinking	Level 3
Decision Making	Level 4
Resource Management	Level 4
Risk Management	Level 4
Team Leadership	Level 4
Teamwork	Level 4
Visioning & strategic Direction	Level 4

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
<p>Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.),Post graduate degree an advantage. 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 style="text-align: center;">or</p> <p>Diploma, certificate courses with over 8 years Logistics experience, Courier or Freight forwarding industry experience of which at least 3 years has been in Senior management position</p> <p style="text-align: center;">or</p> <p>Diploma, certificate courses with over 10 years Logistics experience, Courier or Freight forwarding industry experience of which at least 5 years has been in management position</p>

Date Of Release

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

Updated by:	Date:	Approved by:	Date:

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: