

Regional Manager - Finance Management

Job Title	Regional Manager		
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	7001
Internal Relations		Job Code	

Basic Function

Monitoring daily A/R collections against target and protecting revenue leakage by exercising budgetary control on expenses and income. Monitoring purchase requisition and ensuring all supplies are ordered and purchased on time. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Lead regional finance team to book the revenue accurately and ensure collection from customers on time.
- Exercise budgetary control on expenses and income.
- Ensure timely deposit of collection in the bank.
- Ensure daily/weekly/monthly reports forwarded to appropriate department per deadline.
- Monitor the daily activities of the department (monitoring staff).
- Monitor daily A/R collections against target (Western, Northern, and Southern Regions).
- Approve vouchers and replenish petty cash (authenticity, accuracy, budgeted).
- Ensure cash collection against cash sales is deposited with the help of Regional accounting team and location accounting staff.
- Ensure all air waybills from all the three regions reach appropriate department on time (batch control) and are entered in the system (with the support of Billing supervisor).
- Monitor cash Sales/Customs duty collection from couriers and SSC (SMSA Service Center) sales executive (with the support of accounting team).
- Liaise with sales team for their requirements like SMSA International account, billing issues, and collection support.
- Liaise with SSC (SMSA Service Center) sales department for cash collection and customs duty collections from SSC (SMSA Service Centers).
- Liaise with Operation department for cash sales collection and customs duty collection.
- Monitor purchase requisition and ensure all supplies ordered and purchased on time per budget (with the support of purchase executive).

- Monitor statutory payments like electricity and telephone for all offices (with the help of accounting supervisor).
- Monitor staff attendance and monitor/check progress of the jobs assigned.
- Prepare collection target for all locations and prepare variance report.
- Ensure invoices generated on or before 5th of every month.
- Ensure delivery of invoices within 7 days from the date of issue.
- Prepare of Monthly manpower report and Monthly variance report (sales/expenses).
- Register insurance claim and insured shipments with insurance company.
- Adapt reporting to KPI requirements of each functional area.
- Provide assistance and advice to functional managers on financial management issues.
- Support the Manager - Finance in preparing daily and monthly management reports.
- Monitor all collection regional wide.
- Support the Manager to preparation of monthly, quarterly and annual trail balanced and financial statements.
- Support Manager – Finance with basic preparation of departmental strategic plan.
- Prepare various financial reports such as Revenue Report, Cash Sales Outstanding Report, Collection Report, Management Report, Manpower Report, and Bank Reconciliation.
- Monitor and oversee Accounting functions and transactions.
- Ensure internal controls are implemented within policies, procedures, and accounting standards, and appropriate external requirements.
- Ensure collective high standards of performance from the team, communicate/allocate work requirements, priorities, expectations, and responsibilities.
- Monitor standards and timely production of reports generated by accountant team.
- Coordinate to resolve any issues relating to payments/approval per company policy/procedures and budgets.
- Billing
- Collection
- Perform other assignments as required.
- Staff Survey
- Saudization
- Supplier VAT invoices submission
- Reduce customer complaints
- Invoice finalized

HR

- Monitor/measure 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 National Manager.
- Supervise and guide assigned team to meet tight deadlines and department objectives.

General

- Overall supervision of SMSA accounting operations.
- 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 resolve customer and suppliers issues/accounts.
- Coordinate with other related departments for new project.
- Coordinate with collection agent.
- Ensure the staff operates at highest level of quality and productivity and exhibit 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

- 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 Competencie	
Analytical Thinking	Level 2
Initiative	Level 2
Planning & Organizing	Level 2
Teamwork	Level 3
Technical Competencie	
Accounting and Reporting Knowledge	Intermediate
Bank / Cash Operations Knowledge	Advanced
Fixed Assets Accounting Knowledge	Advanced
Knowledge in Accounts Management	Advanced
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	
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	
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. or Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position or Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position *Note: Industry Experience wherever its applicable	

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: