

Senior Accountant - Finance Accounting

Job Title	Senior Accountant		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Accounting		
Location		Direct Reports	
Reports To	Accountant Supervisor	Version Number	1
External Relations		Guide Number	6985
Internal Relations	Collections / Operations	Job Code	

Basic Function

Maintaining and keeping all records regarding to payment transaction and customs invoicing Kingdom wide accounting & payments, reports and bank reconciliation, weekly and monthly reports. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Checking daily bank deposits and keeping in record as summary.
- Maintain accounts receivable (A-R) in Database (Excel-sheet).
- Post accounts receivable and non-AR Journal vouchers in oracle system.
- Post return cheques.
- Prepare accounts receivable daily report (ARDP).
- Prepare non-AR journal vouchers.
- Prepare AR pending list and maintain new accounts.
- Book all related payment (CPV) cheque Payment Voucher prepared by cashier.
- Collect and arrange all payments to all suppliers by cashier and enter in to bank book ledger.
- Maintain and keep the records regarding payment transaction.
- Ensure all invoices have been settled.
- Keep and fill all records that invoices have been paid.
- Prepare Journal Vouchers / Expense allocation for payments to be made in system
- Record payables
- Forward to cashier for cheque preparation.
- Bank Reconciliation with SMSA Head Quarter's Operational account.
- Check and balance the figures of bank statement and tally SMSA book balances against issued cheques.
- Prepare reconciliation of SMSA's fixed deposit account with the bank on monthly basis.
- Reconcile account with insurance company ledger balances against invoices and payments.

- Check and scrutinize various bank book ledgers, balances kingdom wide on monthly basis.
- Prepare report for all Telephone and Utilities expenses and accruals on monthly basis Kingdom wide.
- Monthly allocation of accrued and reversal of accrual expenses of telephone and utilities Kingdom wide.
- Handle accounts payable (utilities, suppliers, Invoices, any relating expense etc.)
- Handle bank reconciliation for main account and operational account.
- Prepare reports for allocating expense for payroll kingdom wide monthly.
- Monthly recording of expenses with regards to employees' salaries kingdom wide.
- Prepare report for staff for accrued leave salary, accrued ticket & End of Service Benefits for all employees Kingdom wide.
- Monthly preparation of staff's accrued salary, ticket & EOSB, GOSI Kingdom wide.
- Handle bank transaction printing for head quarter account.
- Prepare leave tickets and benefits accrual on monthly basis.
- Prepare general expenses voucher for payment.
- Prepare accrued salary ledger balance Kingdom wide.
- Prepare of accrued overtime ledger balance Kingdom wide.
- Arrange approval for utilities and others expenses.
- Arrange approval for GOSI Kingdom wide.
- Performs other assignments as required.
- Petty cash payment processing
- Outsourced salary payment process
- Filing reconciliation
- Vendor payment processing
- Salary and overtime processing for Khalda Trading Est.
- Prepare man power report

Planning

- Coordinate with related departments to solve any issues.
- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.

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 Competencies

Adaptability	Level 2
Analytical Thinking	Level 1
Communication	Level 1
Continuous Learning	Level 3
Initiative	Level 2

Technical Competencies

Investigation Knowledge	Intermediate
Knowledge in Accounts Management	Intermediate
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

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

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.), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 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: