

Supervisor - Finance Accounting

Job Title	Supervisor		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Accounting		
Location	Head Office	Direct Reports	Cashier
Reports To	National Finance Manager		Version Number 1
External Relations			Guide Number 6987
Internal Relations			Job Code

Basic Function

Prepare cheques based on approvals according to payables transactions for All Regions, prepare cheques for all internal daily transactions and check all the documents per policy or budget such as petty cash, EOSB, L.S, purchasing, and others. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Check all document for preparing cheques as policy and procedure standard.
- Bank Related jobs (Guarantees...)
- Preparing CPV and cheques for Kingdom wide.
- Preparing Invoice for some project (STC & MOH).
- Following with bank for any transaction.
- Contact auditor for Zakat certificate.
- Manage cashier daily routine.
- Prepare all the cheque payments for kingdom wide (Replenishment petty cash, end of service benefit, purchase, and electric bill and telephone. And all the kind of payment and get the signature from managers.
- Send the cheque to all regions.
- Prepare cheques based on approvals according to payables transactions for All Regions, prepare cheques for all internal daily transactions and check all the documents per policy or budget such as petty cash, EOSB, L.S, purchasing,.
- Coordinate between management and local banks in all transaction related matters, such as opening new accounts, submitting required documents.
- Preparation of letters of guarantee as per requirements.
- Following up with bank for any transactions.
- Handling POS Machine for SSC (SMSA Service Center).
- Handling telephone and electricity bills. (doing the payment throw Al Rajhi Mubasher)
- Transfer funds from accounts to main account.

- Handling of all transactions related to murabha account
- Issuing invoices and claims to MOH and other projects and following up for the collection of due amount.
- Contact the external auditor for Zakat certifications
- Participate in all financial transactions related to coffee essence companies.
- Replenishment fund for custom duty for gateway.
- Managing cashier daily to deposit.
- Preparing invoices for big projects such as STC AND MOH and following up on the payment.
- Open account with banks.
- Prepare Letter of guarantee.
- Iqama renewals and sponsorship transfer.
- Perform special tasks for MD.
- Performs other assignments as required.
- Filing
- Rent a car payment processing

General

- Coordinate with related department to solve any issues.

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 3
Communication	Level 2
Decision Making	Level 2
Resource Management	Level 2
Teamwork	Level 3

Technical Competencie

Accounting and Reporting Knowledge	Advanced
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
<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

●Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.), 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 Supervisory position
or
●Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 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: