

Supervisor - Finance Billing

Job Title	Supervisor		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Billing		
Location		Direct Reports	
Reports To	Regional Manager - Finance	Version Number	1
External Relations		Guide Number	6993
Internal Relations		Job Code	

Basic Function

Leading Regional Billing Team, issuing new credit account numbers, updating air waybill entries, and generating invoices, as well as controlling inbound air waybill and POD entries, controlling and re-checking bill consignee freight charges, and verifying international reverse pick up request. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Support preparation of annual budget.
- Receive complete daily outbound air waybill from Operations and verify count with the actual manifest.
- Sort and complete data entries; ensure all air waybills are entered daily.
- Scrutinize account numbers, services type, weight, billing options, etc. mentioned in the air waybills.
- Generate invoices monthly.
- Print, sort, and provide all invoices to collection department.
- Allocate new credit account number to customer while ensuring all requirements are fulfilled such as approved RFR copy, customer chamber of commerce registration certificate copy, and complete contract with telephone and locations details.
- Update new and revised contracts in the system for billing purposes.
- Record and file all documents with complete support for references and records.
- Ensure timely updating of inbound airway & POD entries.
- Monitor daily reverse pickup request and ensuring that payments are collected before the delivery of the shipments.
- Handle other finance related issues and support regional finance manager for budget preparation and for performing other tasks.
- Verify payments with the cashier relating to petty cash, staff and beneficiaries overtime and incentive.
- Ensure daily routine work is being done by the staff to achieve their KPIs.
- Ensure Credit application entry in oracle.
- Verify the RFR before it is signed by the FM.

- Monitor the branches batch controls to complete the entries on time.
- Complete checklist for accurate billing and make sure all waybills are captured in the system.
- Follow up on Invoice processing and printing of area Branches.
- Prepare MOH invoices for region (WR/NR/SR) according to the Hijri month.
- Prepare monthly invoice for KAUST with ID and CC and other demands.
- Reconcile PPC customer accounts.
- Support staff in clearing the unclear waybills and prospect accounts.
- Support staff by doing the data entry to complete work.
- Ensure overall work has been done to process monthly invoices.
- Monitor/measure staff performance.
- Coordinate resolution of issues relating to payments/approval per company policy/procedures and budgets.
- Supervise and guide assigned team to meet tight deadlines and department objectives.
- Perform other assignments as required.
- Billing
- Staff Survey
- Saudization

Team Supervision

- Prepare overtime summary of staff.
- Motivate team members to create a productive and cordial atmosphere that meets deadlines and achieves objectives.
- Develop, groom, coach, and cross training subordinate staff members.
- Recommend promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

General

- Coordinate with related department to solve any issues of accounting.
- Coordinate with HR to finalize payroll and adjustment.
- 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.

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 Competence

Initiative	Level 2
Planning & Organizing	Level 2
Teamwork	Level 2

Technical Competence

Knowledge in Accounts Management	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Payment Collection and Remittance Management 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.), 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:
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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: