

Accountant (Branches)			
Job Title	Accountant (Branches)		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	NA
Reports To	Chief Accountant	Version Number	1
External Relations		Guide Number	
Internal Relations	All SMSA Branches	Job Code	

Basic Function

Maintaining and keeping all the branches' records related to payment and collection transactions, petty cash transactions, and occasional, and monthly reports.

KEY Responsibilities

Core

- Booking all collections RVs in the QB system once received from the branch.
- Preparing the fund replenishment for all branches by preparing BPV.
- Reconciling and updating SPANEL with COD collections once received from the branch.
- Booking all the bank deposits of all collections in the bank deposit account once received from the branch and issuing the proper BPV.
- Booking of all the branches' expenses after reviewing the proper approvals.
- Preparing all required CPVs and ensuring attaching all the required documents and getting the required approvals for proceeding.
- Preparing the petty cash replenishment to each branch after reviewing all the documents and issuing the proper BPV.
- Following up on the collection of the inbound clearance invoices and COD payments with the OPS team and third parties, ensuring the timely collection, and sending weekly reports with the outstanding to all the concerned.
- Keeping and filling all records according to the file register.
- Perform other assignments as required.

General

- Coordinate with other branches to reconcile and solve any issues.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.

- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencie

Adaptability	Level 2
Analytical Thinking	Level 2
Communication	Level 2
Continuous Learning	Level 3
Initiative	Level 2
Planning & Organizing	Level 2
Stress Management	Level 2

Technical Competencie

Bank / Cash Operations Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Payment Collection and Remittance Management Knowledge	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. & or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), 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: