

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

Basic Function

Maintaining and keeping records related to the accounting transactions, and occasional and monthly reports.

KEY Responsibilities

Core

- Daily booking of all types of collections RVs in the accounting system.
- Booking all gateway transactions in accounting system.
- Preparing cash disbursement summary for replenishment purposes for gateway disbursement
- Booking the following regular payments, 1- Utilities bills, 2- telephone and internet bills, 3- mobile bills, 4- Building facility monthly maintenance fees, 5- Ground services invoices, 6- Fleet maintenance invoices.
- Preparing cash disbursements summary for replenishment purposes.
- Participating in sending all the CBV & BPV files to KSA finance for auditing.
- Participating in the COD AP invoices booking.
- Participating in the AR invoices booking.
- Keeping and filling all records according to the file register.
- Perform other assignments as required.

General

- Coordinate with the accounting department members to solve any issues.
- Be ready for any coverage of any of the accounting department members' absence.

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	
Accounting and Reporting Knowledge	Intermediate
Bank / Cash Operations Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) 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	
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. & 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. <div>or</div> Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position <div>or</div> 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: