

AP Accountant			
Job Title	AP Accountant		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	NA
Reports To	Chief Accountant	Version Number	1
External Relations	All Suppliers, Bank	Guide Number	
Internal Relations	SMSA Departments	Job Code	

Basic Function

Maintaining, booking, and keeping all the records related to accounts payable, COD payments, bank payments transactions, bank reconciliation, and occasionally monthly reports.

KEY Responsibilities

Core

- Receiving all types of AP invoices and ensuring that all related documents and approvals are attached (PR, quotations, PO, memo, budget code, etc.).
- Reconciling and booking all the vendors' and suppliers' invoices in QB and ensuring that all invoices are VATed, and debit the input VAT in the VAT account.
- Reconciling and booking all third parties' invoices in QB and debiting the VAT & PAF.
- Following up and processing the vendors' and suppliers' payments at the due dates according to the company's process.
- Performing the COD payments transactions via online banking once received from the billing team.
- Paying the following regular payments, 1- Utilities bills, 2- telephone and internet bills, 3- mobile bills, 4- Building facility monthly maintenance fees.
- Prepare and send the bank transactions summary & bank FT with the supported documents to KSA for approval for all types of payments.
- Booking the Freight Files (Agents & Sales Invoices) and confirming that the revenue and cost are booked in the same period.
- Reconcile the freight report in terms of revenue and costs (generated from LogistaaS) with the booked transactions in QB.
- Coordinate with the Billing team to reconcile the monthly IB/OB shipments to match SMSA AWB with the 3rd parties AWB and to ensure the profitability of the shipments.
- Sharing in booking the COD transactions in QB.
- Coordinate with the Fleet supervisor to reconcile the monthly fuel consumption with the fuel supplier invoice.
- Posting the monthly required accruals JV of cost and expenses.
- Preparing the payment of the quarterly NPO payment before the cutoff date.

- Performing the bank reconciliation every month before the 15th of the next month.
- Preparing the related reports.
- Keeping and filling all records according to the file register policy.
- Perform any other assignments as required.

General

- Coordinate with other departments to solve any issues.
- Adhere to the purchasing policy in terms of documentation and approvals.

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 2
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

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
<p>Intermediate</p> <p><i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i></p>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>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.</p> <p style="text-align: center;">or</p> <p>Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position</p> <p style="text-align: center;">or</p> <p>Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position</p> <p><i>*Note: Industry Experience wherever its applicable</i></p>

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: