

AR Executive

Job Title	AR Executive		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	NA
Reports To	Chief Accountant	Version Number	1
External Relations	Customers	Guide Number	
Internal Relations	OPS & Sales	Job Code	

Basic Function

Follow up with the customers to ensure the timely payments of the company's invoices, maintaining and keeping all the records related to payments and collection transactions, and outstanding reports.

KEY Responsibilities

Core

- Following up with the credit customers for collection at the due date of the invoices.
- Preparing & updating the AR aging report daily.
- Performing AR accounts reconciliations with the customers if needed.
- Investigating and resolving any disputes or inquiries, and minimizing issuing credit notes.
- Ensure calling the customers before the due date to ensure timely receivables collection.
- Ensuring that customer collection is as per the annual set target and reconciled upon receiving and deposited in the bank.
- Booking of withholding tax applied by customers.
- Visiting the customers if needed.
- Collect the company's receivables from the customers if needed.
- Participating in the booking of the AR invoices.
- Preparing the aging report to the Finance Manager every week.
- Preparing the freight/agent report to the Finance Manager every week.
- Preparing any other related reports on a timely basis.
- Perform other assignments as required.

General

- Coordinate with other departments to solve any issues.
- Adhere to the reporting deadlines.

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 Competencies

Analytical Thinking	Level 3
Communication	Level 4
Initiative	Level 3
Teamwork	Level 3

Technical Competencies

Accounting and Reporting 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

Beginner

**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

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.

or

Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position

or

Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 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: