

## Billing Supervisor

Job Title	Billing Supervisor		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	Billing Agent
Reports To	Chief Accountant	Version Number	1
External Relations	Customers	Guide Number	
Internal Relations	OPS, Sales & CS	Job Code	

### Basic Function

Ensuring the proper preparation of the received control sheet from OPS to be ready to upload to the billing system to generate the credit and cash sales invoices, according to the customers' contracts.

### KEY Responsibilities

#### Core

- Ensuring the process of generating the daily inbound clearance invoices every morning after receiving the customs duties documents from the GWT team.
- Create the customers' accounts in the billing system and upload the related rates according to the signed contract.
- Obtaining the daily control sheet with all kinds of AWBs from the OPS team, reviewing and uploading to the billing system.
- Receiving the third-party control sheet from the CS team on a monthly basis, reviewing the cost according to the third-party invoice and contract, matching with SMSA AWB, and confirming the profitability.
- Issuing the credit billing by a maximum of the 18th of the next month.
- Sending the required invoices breakdown to the customers by email.
- Controlling the serial number of the invoices.
- Maintain soft archiving of all invoices.
- Issuing the cash sales invoices of each RSC after receiving the breakdown from the branches.
- Ensure and prepare COD AP invoices for e-commerce customers according to the agreed cycles during the next 2 working days of the cycle closing date.
- Ensuring the generation of the freight invoices according to the costing sheet received from the freight department during the next 2 days of receiving the Costing Sheet in LogistaaS.
- Ensuring that the freight Costing Sheet contains all the related documents to the job and all cost elements have been sold profitably.
- Ensuring expedited actions to issue the required credit note for wrong billing as a corrective action.
- Preparing the required quarterly NPO report for the purpose of the NPO external audit.
- Keeping and filling all related documents according to the file register.

- Preparing the monthly report of the number of shipments for each service type, weights, and number of invoices.
- Perform other assignments as required.

## General

- Coordinate with other departments to solve any issues.
- Support the customer for more understanding of the issued invoices.

## 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
Planning & Organizing	Level 3
Teamwork	Level 3

### Technical Competencies

MS Office (Excel, Word, PowerPoint, Visio, Outlook) 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:
Updated by:	Date:	Approved by:	Date:

<b>Employee Name:</b>

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.

<b>Signature:</b>

<b>Date:</b>