

## Chief Accountant

Job Title	Chief Accountant		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	Accounting Team Members
Reports To	Finance Manager	Version Number	1
External Relations	Customer, Suppliers, Bank, and Tax Authorities	Guide Number	
Internal Relations	All SMSA Departments	Job Code	

### Basic Function

Maintaining and keeping all the records related to all the financial transactions Egypt wide, accounting, collection & payments, outstanding reports, monthly reports, External audit and department supervision. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Supervise the entire accounting team.
- Creating the required new accounts in the accounting system.
- Sharing and supervising the booking of AR invoices for all types of services.
- Upload all the invoices to the electronic invoice portal.
- Ensuring applying PAF and VAT on all SMSA invoices and accurate booking.
- Posting Accounts receivable and non-AR JVs in the accounting system.
- Issuing all required monthly settlement and adjustment JVs for all the prepaid expenses, staff loans, and depreciation.
- Supervising and auditing the AP bookings.
- Review all third parties' invoices with the billing agent and ensure their analysis and matching with SMSA AWBs.
- Receiving the approved payroll and performing the monthly booking of Staff accrual Salary, GOSI, staff loans, Overtime, and other additions/ deductions Egypt-wide.
- Booking of salary payments in the accounting system.
- Anticipate and supervise the booking of all the COD AP and COD AP payments in the accounting system.
- Supervise the collection process and performance.
- Supervise and follow up the branches' petty cash replenishment.
- Ensure that all other staff are booked their related transactions in the system on time.
- Booking all fixed assets in the accounting system and record them in detail in the Asset Control Report.
- Controlling the company assets and ensuring the proper labeling with the assets control sheet.

- Performing the Right of Use working for any new / renewed operational lease contract.
- Preparing VAT & withholding tax reports and forwarding them to the tax consultants for submission to tax authorities and performing payments in a timely manner.
- Preparing the NPO report from the accounting system, and preparing the payment before the cutoff time each quarter.
- Performing the SMSA annual accounts closing
- Supervise and guide the assigned team to meet the deadlines and department objectives.
- Preparing the monthly trial balance.
- Supervising the filling process and ensuring that the file register is accurate.
- Maintaining IBU accounts and performing the monthly reconciliation and further settlement JV.
- Performing any required reconciliation.
- Booking all the inventory consumption transactions.
- Performing the annual fixed assets physical inventory.
- Attend and provide all the required documents and analysis to the external audit.
- Preparing any required reports.
- Perform other assignments as required.

### General

- Coordinate with related departments to solve any issues.
- Ensure proper quality and productivity bookkeeping and reporting process for the department.
- Maintaining a high level of accuracy in all the company's financial transactions.

### 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

Adaptability	Level 4
Analytical Thinking	Level 4
Communication	Level 3
Continuous Learning	Level 4
Initiative	Level 4

### Technical Competencies

Accounting and Reporting Knowledge	Advanced
Bank / Cash Operations Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced

### 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

The Chief Accountant should be able to take the proper discussions regarding the accounting directions and other related issues.

### 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.

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

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>
<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<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>