

Manager-Finance

Job Title	Manager-Finance		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	Accountant
Reports To	Country Manager	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

Basic Function

Managing SMSA's financial planning & budgeting, accounting, controlling and reporting functions, financial feasibility, cash management, dealing with the respective authorities to ensure the alignment with the governmental requirements and external audit, aligning with ISO standards, setting all the required policies and processes, undertaking on case-by-case basis new projects relevant to the core business and managing such projects from a financial perspective. Fully understand, drive, and promote SMSA's vision, culture, and values.

KEY Responsibilities

Core

- Ensure Collections of Receivables per KPI. Adapt report KPI requirements of each functional area.
- Review and coordinate new projects as relevant to business financial prospects.
- Acquire the technological capabilities to automate the accounting database and reporting requirements.
- Implement a system to monitor the propriety of financial decisions made throughout the firm.
- Prepare the management reports in a timely manner.
- Responsible for the basic preparation of the departmental strategic plan.
- Monitor all collections of the country.
- Control payments and bank reconciliation.
- Provide the proper insurance solutions for shipments, fleet, facilities, and assets.
- Ensure effective registration of all assets within the SMSA Fixed Assets Register in accordance with approved policies and procedures.
- Setting the asset policy and asset transfer process to ensure the proper control of the company's assets as well as the efficient disposal process of the assets as per the country and company policies.
- Review all financial statements, and audit reports and perform CAPA if needed.
- Visit customers and suppliers to solve any issues if needed.
- Reviewing the applied sales discounts according to the company discount authority matrix.
- Prepare forecasting and budget of financial statements.

- Prepare various financial reports such as Revenue Reports, Financial Performance Reports, Collection Reports, and Management Reports.
- Provide financial information to internal auditors/higher finance management.
- Prepare a strategy plan for the department.
- Monitor and oversee accounting functions and transactions.
- Discussing the yearend financial results with the Director of finance prior to presenting them to the Board of Directors for approval.
- Assess and control the departmental and corporate risks.
- Ensure internal controls are implemented within policies, procedures, and accounting standards, and appropriate external requirements/liaison.
- Ensure collective high standards of performance from the team, communicating/ allocating work requirements, priorities, expectations, and responsibilities.
- Monitor standards and timely production of reports generated by the accountant team.
- Coordinate resolution of issues relating to payments/approval per company policy/procedures and budgets.
- Perform other assignments as required.
- Prepare the annual Budget aligned with the strategies and plans of the IBU.
- Company-related standards & certifications.

HR

- Monitoring/measuring staff performance.
- Recommend promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.
- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.

General

- Overall supervision of SMSA accounting operation.
- Ensure efficient and effective flow of the financial processes within SMSA.
- Ensure proper development, documentation, and approval of financial policies and procedures necessary to meet the needs of SMSA business.
- Ensure proper filing of financial records and documents in safe conditions and in a manner that facilitates ease of retrieval of these documents as and when needed.
- Coordinate with related departments to solve any issues with customer and supplier accounts.
- Ensure the staff operates at the highest level of quality and productivity and exhibits high levels of integrity and ethical behavior.
- Review and verify the work of the assigned team of accountants to ensure the accuracy and integrity of transactions and financial information.

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

Communication	Level 4
Conflict Management	Level 4
Decision Making	Level 4
Planning & Organizing	Level 4
Resource Management	Level 4
Risk Management	Level 4
Stress Management	Level 4
Teamwork	Level 4
Visioning & strategic Direction	Level 4

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

Considering the company policies and internal country procedures, the finance manager is responsible for:
Control the minimum profitability along with the CGM.
Make the right decision regarding cost optimization and cost leadership.
Approving discount of payment and new project.

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 five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory 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: