

Accountant			
Job Title	Accountant		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Accounting		
Location		Direct Reports	
Reports To	Finance Manager	Version Number	1
External Relations	Vendors and Customer	Guide Number	
Internal Relations	Administration, Operation, Gateway, Sales and Marketing	Job Code	

Basic Function

Ensuring proper maintenance of SMSA accounting books and records according to approved policies and procedures and in adherence with generally accepted accounting policies (GAAP). Maintaining and keeping all the records regarding payment transactions and customs invoicing accounting & payments, out-standing reports and bank reconciliation, weekly and monthly reports. Supporting work process simplifications and system enhancements to boost the efficiency of the accounting team, as well as supporting critical closing procedures to ensure timeliness. Fully understand, drive, and promote SMSA vision, culture, and values.

KEY Responsibilities

Core

- Bank Reconciliation of SMSA KWT account.
- Review and check daily deposit and collection reports.
- Reconciliation of accounts on assurance company ledger balances against invoices and payments.
- Checking and Scrutiny of various bank book ledger balances monthly.
- Monthly allocation of accrued and reversal of accrual expenses, of all SGA expenses.
- Handling account payable (Employee, Intercompany and Agent related invoices.)
- Prepare reports for allocating expenses for Payroll monthly.
- Monthly booking of expenses related to employee salaries.
- Prepare report on Staff accrued leave salary, accrued ticket & End of Service Benefits.
- Preparing EOSB & Benefits accrual monthly.
- Preparing general expenses voucher or payment.
- Scrutinizing of all ledger account balances related to employees.
- Scrutinizing suppliers account balance with respective supplier statement.
- Preparing of approval for General and others expense.
- Ensure accurate daily booking and entries of AR/Customs duty and Cash sales collections.
- Monitor and oversee accounting functions and transactions.

- Ensuring monthly telephone/electricity, etc. bills settled before the due date.
- Arrange and request monthly/Quarterly/Half Yearly rental charges for SSC (SMSA Service Center) centers.
- Send weekly follow up to Operation and SSC (SMSA Service Center) managers for outstanding requests/bills.
- Coordinate with collection and billing supervisor for solving various disputes.
- Provide data for yearly budget based upon accurate information.
- Reconcile yearly asset registers.
- Check the accuracy of journal entries made to debit the accounts by checking supporting documents for service delivery.
- Verify the accuracy of journal entries made to credit the accounts by checking supporting documents for cash received.
- Post to the General Ledger the credit entries to update A/R of related account (credit customers, agents, others).
- Post to the General Ledger the adjusting entries for related account as well as all journal entries not covered in other assignments.
- Review supporting documents before posting any journal entry not covered in other assignments.
- Prepare monthly income statement.
- Prepare monthly statement on financial position and monthly cash flow statement.
- Prepare monthly reports on Budget-Actual variance analysis by type (Domestic, International, Station, etc.).
- Support preparation of annual budget.
- Monitor and oversee accounting functions and transactions.
- Verify all documents relating to insurance shipments.
- Ensure collective high standards of team performance by communicating/allocating work requirements, priorities, expectations, and responsibilities.
- Guide/train team members on work procedures and systems.
- Monitor standards and timely production of reports generated by accountant team.
- Prepare analysis of/consolidation of reports, producing summary reports and analysis for higher management, internal/external Audit, Suppliers, Banks, and Customers.
- Monitor inflow/outflow of liquid cash (sales, collections, floats) ensuring compliance with policies/procedures for cash handling and security.
- Maintain the cash flow inward and outward requirement as per approved budget.
- Maintain Capital Expenditures database by Country.
- Monitor expense movements against budgets and reports variance.
- Verify payment with cashier relating petty cash expenses.
- Coordinate issue resolution relating to payments/approval per company policy/procedures and budgets.
- Maintain records and accounting books as documents of proof and register company transactions per the accounting system.
- Ensure accurate posting of accounting entries in journal and general ledger.

- Prepare monthly trial balances, analysis statements, and final accounts.
- Maintain organized filing system for branch accounts and transactions and integrate them with the company accounts.
- Submit weekly and monthly financial reports to higher management.
- Follow up on accurate entries for addition, deletion, and depreciation of fixed assets. Manage balancing of depreciation allocation and accumulated depreciations.
- Prepare necessary records, entry vouchers, and forms.
- Delegate tasks among accountants to effectively achieve financial objectives.
- Submit reports and comparative analysis of data per needs.
- Review and discuss recommendations for new accounts opening and existing accounts closing.
- Ensure accurate and timely preparation, approval, and payment of SMSA payroll.
- Prepare any other financial accounting reports as and when required.
- Prepares monthly Reports including Comprehensive Report, Bank Report, GL Report, and ad hoc reports.
- Provide financial information to internal auditors/higher finance management.
- Support Manager Finance to preparation of strategy plan of department.
- Check all documents relating to part financial transactions.
- Ensure internal controls are implemented within policies, procedures, and accounting standards, and appropriate external requirements/liaison.
- Ensure collective high standards of team performance, communicating/allocating work requirements, priorities, expectations, and responsibilities.
- Monitor standards and timely production of reports generated by accountant team.
- External Audit
- Financial review (Monthly/Quarterly)
- Performs other assignments as required.
- Align with the Budget.
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Team Supervision

- Supervise accounting staff and ensure completion of overall daily accounting related tasks.
- Educate and guide assigned team to meet deadlines and department objectives.
- Educate and guide assigned team to meet tight deadlines and departments objectives.
- Motivate team members to create a productive and cordial atmosphere that meets deadlines and achieves objectives.
- Develop, groom, coach, and cross train subordinate staff members.
- Recommend promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

General

- Coordinate with related departments to solve any issues.
- Coordinate with HR to finalize payroll and adjustment.

- Ensure the staff operates at highest level of quality and productivity and exhibit high levels of integrity and ethical behavior by offering employee coaching and development when necessary and/or required.

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits.
- Actively participates in the development and implementation of EHS objectives & programs.
- Participates in the emergency response plan.
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation.
- Coordinate and participate in the paper and other recycling programs

Competencies - Professional and Technical

Behavioral Competencie

Adaptability	Level 3
Communication	Level 3
Initiative	Level 3
Teamwork	Level 3

Technical Competencie

Fixed Assets Accounting Knowledge	Intermediate
Language Proficiency knowledge (English)	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application,	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. & 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

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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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: