

Accountant			
Job Title	Accountant (Financial)		
Division	Finance		
Department	Finance		
Section	Finance		
Location		Direct Reports	
Reports To	Manager-Finance	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

### Basic Function

Maintaining and keeping all the records regarding with Payment transaction and Customs Duty & Taxes Invoicing kingdom wide accounting & payments, outstanding reports and Bank Reconciliation, weekly and monthly reports.

Recover the SMSA o/s monies within due date and minimize the bad debt impact. Resolve customer queries to accelerate the collection and flag and take required action on customer accounts to safeguard company interest. Ensure that customer receipts are correctly applied against Invoice settled.

Fully understand, drive and promote SMSA vision, culture and values

### KEY Responsibilities

#### Core

- Checking of daily Bank deposits and keeping in record as summary.
- Maintain Accounts Receivable (A-R) in Database (Excel-sheet).
- Posting Accounts Receivable and Non-AR JV in the system.
- Posting of return Cheques.
- Making of Accounts Receivable daily report (ARDP).
- Making of Non-AR journal vouchers.
- Taking of AR pending list and maintaining new accounts. All these Jobs should be accurate & error free.
- Booking all related Payment (CPV) Cheque Payment Voucher prepared by cashier.
- Collecting and arranging all payments to all suppliers by cashier and entering into bank book ledger.
- Maintaining and keeping all the records regarding Payment transactions.
- Keeping and filling all records of Invoices that has been paid.
- Prepare Journal Vouchers/Expense allocation for some of the payments to be made.
- Recording & booking of various expenses for payments to be made and forward for Cheque preparation.
- Bank Reconciliation of SMSA Head Quarter Operational account.
- Reconciliation of SMSA Intercompany accounts.

- Check and balancing figure of bank statement and SMSA book balances against issued Cheques.
- Booking and preparation of Reconciliation of (SMSA) Companies Fixed deposit account placement by the company in the bank monthly.
- Reconciliation of account on company ledger balances against invoices and payments.
- Checking and Scrutiny of various bank book ledger balances kingdom wide monthly.
- Prepare report for all monthly Telephone and Utilities expense and accrual Kingdom wide.
- Monthly Allocation of accrued and reversal of accrual expenses, of telephone and utilities kingdom wide.
- Handling account payable (utilities, suppliers, Invoices, any relating expense...etc.)
- Handling bank reconciliation for main account and operational account.
- Prepare monthly Payroll kingdom wide.
- Prepare reports for allocating expense for Payroll kingdom wide monthly.
- Monthly booking of expense related to employee salaries kingdom wide.
- Prepare report for Staff accrued leave salary, accrued ticket & End of Service Benefits etc for all employees kingdom wide.
- Monthly preparation of Staff accrual Salary, Ticket & EOSB, GOSI Kingdom wide.
- Handling bank transaction printing to head quarter account.
- Preparing leave ticket and benefits accrual monthly.
- Preparing general expenses voucher or payment.
- Preparation of Accrued salary ledger balance kingdom wide.
- Preparation of Accrued overtime ledger balance kingdom wide.
- Squirting of all ledger account balances related to employees kingdom wide.
- Squirting of suppliers account by balance ledger.
- Preparing of approval for utilities and others expense.
- Preparing Invoices for approval for GOSI, LMRA, MOTT etc kingdom wide.
- Prepare all Payments and send for approval and enter all details in the system.
- Prepare Freight Invoices and assist AR staff with the IP Billing Invoices when needed.
- Performs other assignments as and one required.
- Reconciliation (Bank /Cash on delivery)
- Prepare Fixed Assets Register & Ensure efficient disposal of the SMSA fixed assets in accordance to approved policies and procedures
- Prepare Schedules for All Accruals & Prepaid Expenses and other related to Finance.
- Verify customer contracts received from Sales/Freight team as per guideline and ensure that contract is signed, stamped and supported by all the necessary documents before forwarding for code creation in system.
- Create credit customer code for verified customer contract in SMSA systems and ensure that signed customer contracts are scanned and saved on share drive
- Generating/Preparing and posting all Duty & taxes invoices on daily basis in financial system and forwarding the invoice to Operations team on same business day

- Ensuring collection against DDU shipments and applying the same correctly against invoices raised on daily basis.
- Perform & assist in Adhoc and special assignments as and when required.
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#### General

- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.
- Coordination, timely follow up and communication with external and internal customer to resolve the issues.
- Ensure proper quality and productivity in collection and reporting process.
- Maintaining a high-level integrity and accuracy in billing and collection to mitigate any revenue loss to company.
- Ensure that overall department and SMSA Corporate goals are met.

#### 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 Competencie	
Adaptability	Level 3
Communication	Level 3
Initiative	Level 3
Teamwork	Level 3
Technical Competencie	
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 <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
The Executive should be able to take the proper discussion regarding Outstanding Collections, COD deduction/ adjustments, holding CODs and finalizing billings in the best interest of the company and department.	
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. <div>or</div> Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position <div>or</div> 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>