

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

#### Basic Function

Managing SMSAs financial planning, accounting, controlling and reporting functions, financial feasibility, and cash management. Moreover, undertaking on case-by-case basis new projects relevant to the core business and managing such projects from financial perspective.

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

#### KEY Responsibilities

##### Core

- Acquire the technological capabilities to automate the accounting data base and reporting requirements.
- Provide assistance and advice to functional managers on financial management issue.
- Implement a system to monitor the propriety of financial decisions made throughout the firm.
- Support the Country General Manager & National Manger Finance (KSA) in preparing daily and monthly management reports and basic preparation of departmental strategic plan.
- Control payments and bank reconciliation.
- Handle insurance shipments and office building and assets.
- Ensure effective registration of all assets within the SMSA Fixed Assets Register in accordance with approved policies and procedures.
- Ensure efficient coordination with the related Department to safe guard the SMSA fixed assets while in custody with staff.
- Assess and highlight risks associated with the SMSA fixed assets to National Manager Finance (KSA).
- Ensure efficient disposal of the SMSA fixed assets in accordance to approved policies and procedures.
- Review all financial statements, audit reports, and management reports received from the team, and evaluate the performance of SMSA report the results to the Country General Manager & National Manager Finance(KSA)
- Supervise the preparation of monthly, quarterly and annual Trail balance and financial statements.
- Visit customers and suppliers to solve any issues.
- Handle discount approval as limited by authority.
- Prepare forecasting and budget of financial statements.

- Prepare various financial reports such as Revenue Report, Financial Performance Report, Collection Report, and Management Report.
- Provide financial information to internal auditors/higher finance management.
- Support preparation of strategy plan of department.
- Monitor and oversee accounting functions and transactions.
- 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 Finance team.
- Coordinate resolution of issues relating to payments/approval as per company Matrix/policy/procedures and budgets.
- Perform other assignments as required. Help The Finance in their absence or when need.
- Budgeting
- SMSA Accounting system (Fusion) Implementation
- Staff Survey
- Bahrainization

#### HR

- Monitoring/measuring staff performance.
- Recommend promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

#### Team Supervision

- Supervise accounting staff and ensuring completion of overall daily accounting related tasks.
- Supervise the preparation of analysis reports of financial statements for SMSA project to ensure optimum level of current assets necessary to fulfill its current liabilities.
- Supervise the regular analysis of SMSA expenditure and highlights areas of concerns to Country General Manager & National Manager – Finance (KSA).
- Supervise the SMSA annual accounts closing and financial statements preparation processes and discuss yearend financial results with the Country General Manager & National Manager Finance (KSA) prior to presenting them to the Board of Directors for approval.
- Supervise and guide assigned team to meet tight deadlines and department objectives

#### General

- Overall supervision of SMSA accounting operations.
- 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 facilitate ease of retrieval of these documents as and when needed.
- Coordinate with related department to solve any issues of customers and suppliers.
- Coordinate with collection agent (AR).

- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.
- Ensure the staff operates at highest level of quality and productivity and exhibits high levels of integrity and ethical behavior.
- Review and verify the work of 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
Decision Making	Level 4
Teamwork	Level 4

### Technical Competencies

Accounting and Reporting Knowledge	Intermediate
Knowledge in Accounts Management	Advanced
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

Requesting special rates form.  
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:

<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>