



POSITION DESCRIPTION

POSITION TITLE : Group Finance Controller/ K1007

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : **Group Finance Director (GFD)**

POSITIONS SUPERVISED : **1-40**

POSITION PURPOSE

Manages the day-to-day financial accounting activities, consolidation process and preparation of reports and analysis. Manages and controls compliance of all accounting policies and procedures. Manages and controls the payroll and accounts payables functions across the business.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Banking & Finance

- Management of accounting procedures in place and proper implementation across the Group ensuring compliance with IFRS
- Assist GFD with various critical MIS reports and financial presentations
- Suggest & implement cost control measures across the business
- Management of the Finance department budget and periodic monitoring of key expenses
- Manage procedures for smooth flow of activities like shop petty cash liquidation, local purchases, financial commitments, assets disposals etc
- Control and monitoring of disbursements to ensure they are in conformity with policy and adequately supported by documents
- First hand review of End-of-Service computations
- Review of all PO, disbursement, fund transfers and day to day functioning of UAE finance in conjunction with the Group Treasury Manager (GTM)
- Manage the internal company monthly review process in conjunction with the Group Reporting Manager
- Assists GFD and GTM in dealing with banks for new / increased facilities and periodic review compliance
- Build relationships and interact with other department heads for various requirements
- Management of the corporate insurance with mandate to ensure complete coverage at optimum premium, review of monthly insurance update on stock, shops, money etc.
- Monthly detailed payroll review
- Handling key suppliers' payment issues
- Work closely with the GTM in funds management and documentary credit applications.
- Manage the validation of the stock pricing system in conjunction with the IT team
- Work closely with Group Internal Audit regarding cycle counts and stock-takes
- Other duties that maybe assigned from time to time.

Staffing function:

- Manage the team in both UAE and KSA finance offices
- Regular visits to KSA for staff oversight, training and development
- Oversight of current job functions for Finance team
- Manage the finance team for improvements to current systems, procedures and processes
- Manage and assist with employment of required Finance staff
- Manage and assist with training if required of Finance staff
- Manage the finance staff appraisal process
- Recommendations as to improvement in operations of UAE and KSA finance
- Conduct staff meeting and review & assign various tasks
- Conduct the Finance related business wide training courses



Statutory Audit

- Primary contact with external Auditors
- Primary contact with external Tax Advisers
- Ensuring completion & submission of various year-end audit schedules
- Manage the Financial Statement preparation and consolidation in compliance with IFRS and Saudi GAAP
- Act as link between auditor and various department while getting necessary information as per auditors request
- Assist in smooth conduct of year-end audit and replying to audit queries

PERSONAL CHARACTERISTICS:

- Self motivated
- Detail oriented
- Numerical
- Analytical
- Confident
- Result Oriented
- Pro-active
- Excellent interpersonal skills

PERFORMANCE MEASUREMENTS

- Complete statutory audit of Group in compliance with IFRS
- Establish systems to improve loss prevention

QUALIFICATIONS\REQUIREMENTS:

- Bachelors degree in Finance related discipline
- Chartered Accountant qualification (CA, ACCA)
- Minimum of 5 years post qualified Finance Management experience
- Multiple legal entity and consolidation experience required
- GCC experience preferred but not essential
- Retail experience is an advantage

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

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|-----------------------|-----|
| • Problem Solving | - 4 |
| • Customer Focus | - 4 |
| • Integrity and Trust | - 4 |
| • Strategic Thinking | - 4 |
| • Job Knowledge | - 4 |
| • Valuing Diversity | - 4 |

Department Head:

Employee: