



POSITION DESCRIPTION

POSITION TITLE : Accounting Supervisor-General Ledger/K3022

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Accounting Manager

POSITIONS SUPERVISED : 1-6

POSITION PURPOSE

The objective of this position is to ensure General Ledger free from material error and misstatement and to ensure timely and accurate reporting of trial balance for management reporting and statutory requirements.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Supervise and coach subordinates to ensure accounting goals are met.
- In charge of the month-end closure of books of accounts of UAE Reviews, checks and corrects transaction entries in Oracle for Sales, Collection, Disbursements and Fixed Assets;
- Reviews Monthly trial balance of books of accounts;
- Allocation and posting of departmental expenses like telephone, supplies, courier and depreciation;
- Monitors and prepares entries for the monthly amortization of expenses categorized under other prepaid expenses;
- Forwards to Workshop Accountant summary of expenses for capitalization and appropriate charging to new shops for the month;
- Prepares journal entries for affiliate transactions;
- In charge of the maintenance of Oracle setup in relation to Set of Books, Division, Departments, Stores and Accounts, and requisition of Responsibility user ID, etc;
- Assists Accountants in Oracle related concerns;
- Consolidates external audit schedules under the direct supervision of Accounting Manager;
- Ensures accuracy of fixed asset recording and capitalization.
- Assists the MR team in providing accruals for management reporting.
- Closely coordinates with Financial Analysts for budget preparation;
- Prepares various reports as requested pertaining to account balance per book
- Closely coordinates with other sections in accounting to follow-up any pending requirements to close the GL and update the accounts and gulf accountant for affiliate transactions.
- Other duties that maybe assigned from time to time.

PERSONAL CHARACTERISTICS:

- Self motivated
- Detail oriented
- Numerical
- Analytical
- Efficient
- Proactive



PERFORMANCE MEASUREMENTS

- Monthly closure of book not later than 10th of the following month
- Provides Trial Balance report to the Management reporting team on the following day after closure of book
- Ensures accuracy and integrity of data in GL on a monthly basis.
- Attends to external auditor requirements as per agreed schedules and timeline (yearly closing of book)
- Responsible for collating all audit schedules during audit (yearly audit) and communicates to external auditor.
- Maintain politeness to internal and external customer.
- Ensures cleanliness of the workplace at the end of the day. Files should be kept properly and no files should be left over the table at the end of the day.
- Conduct once a month meeting with subordinates to ensure staff concerns and issues are being attended regularly and report to Accounting Manager any issues that affects business continuity.

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree in Accounting, Business Administration, Finance or related field, or equivalent. Licensed as a Certified Public Accountant or successful completion of the Certified Public Accountant examination or equivalent preferred.
- Minimum of five years of progressive accounting and supervisory experience
- Have used any ERP package
- Impeccable English-spoken and written
- Proficient with MS Office

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)

- | | |
|--------------------------------------|-----|
| • Customer Focus | - 3 |
| • Integrity and Trust | - 3 |
| • Team Work | - 3 |
| • Problem Solving | - 3 |
| • Priority Setting / Time Management | - 3 |
| • Valuing Diversity | - 3 |

Department Head:

Employee: