



POSITION DESCRIPTION

POSITION TITLE : Accountant-Workshop/K4012

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Accounting Supervisor-General Ledger

POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To efficiently handle accounting and costing function of the Workshop and handles all new shop opening and provides necessary maintenance / refurbishment support to existing stores.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Pricing (for material purchased by Workshop)
 - Maintain list of suppliers with standard price lists for the current year. These price lists have to be updated at least yearly.
 - Negotiating with the supplier for better pricing, better credit terms, follow up for timely delivery.
- Inventory monitoring and control (Warehouse & Workshop)
 - Responsible for physical custody of materials, monitor inventory movement, and material issuance to shop floor.
 - Monthly physical count in close coordination with storekeeper.
 - Proper dispatch & documentation of finished products in co-ordination with production supervisor & shipping Dept.
- Disbursement
 - Scrutinizing all purchases documents before forwarding to finance dept. for approval & payment.
 - Controlling all disbursement related to workshop and ensuring they are well documented and properly authorized. All terms and conditions of purchases are duly complied with.
 - Petty cash for Workshop and ensure regular maintenance of petty cash book.
 - Preparation of petty cash re-imburement & arrangement for having petty cash available in the workshop for day to day expenses.
- Payroll
 - Maintenance of workers database and monthly preparation of payroll. Details of salary, overtime, no. of working days etc to be maintained.
 - The Payroll will be submitted to Head Office for authorization by Finance.
 - The Construction Accountant will present the following monthly reports:
 - Amounts per individual, split between normal and overtime, and in total to be paid for the month
 - Amount per individual split between normal and overtime, and in total that were paid the previous months
- Monthly Reports
 - Costs incurred at workshop level for new stores per division with break-down between material, labor & overhead utilization.
 - Salaries Report showing - Salaries paid current month, Salaries paid last month, Reason for change, (All the above must show per individual, hours, rate per hour etc.)
 - Monthly closing stock (raw material stores) report in both in quantitative & cost.
 - Details of new and revised procedures implemented in the workshop.
 - Details of any internal audits undertaken in the workshop.
 - Recommendations for any improvements.



PERSONAL CHARACTERISTICS:

- Self motivated
- Detail oriented
- Numerical
- Analytical
- Efficient
- Pro-active

PERFORMANCE MEASUREMENTS

- Zero complaints from workshop due to insufficient PCF in Workshop to support daily operational requirements
- Monthly reporting of RAK Warehouse Inventory not later than 10th of the following month.
- Provides monthly schedule of overtime every 15th of the month of Workshop personnel
- Monitors attendance of workshop personnel
- Monthly reporting of cost of newly opened shops.
- Safeguard workshop assets by keeping control on releasing of finished shop fittings. Should maintain log sheet of released finished shop fittings.
- Safeguard workshop raw materials by maintaining records of issuance of materials to production and receipts of materials from supplier/warehouse.
- 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.

QUALIFICATIONS\REQUIREMENTS:

- Bachelor degree in accounting/business/commerce or economics
- Minimum 2 years work experience as cost accountant
- Exposed or Used any ERP package for at least a year
- Able to work under pressure and with minimal supervision

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)

- Problem Solving - 2
- Customer Focus - 2
- Integrity and Trust - 2
- Team Work - 2
- Strategic Thinking - 2
- Managing Relationships - 2
- Job Knowledge - 2
- Valuing Diversity - 2

Department Head:

Employee: