



## **POSITION DESCRIPTION**

**POSITION TITLE** : Financial Analyst/K4016

**DEPARTMENT** : Finance

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Group Management Accounts Supervisor

**POSITIONS SUPERVISED** : Nil

### **POSITION PURPOSE**

The objective of the position is to assist in providing monthly management report in close coordination with the Group Financial Analyst Supervisor and replying to queries from other departments with respect to their departmental operating expenses.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

#### Finance & Accounting:

- Prepare periodic analysis of Divisions' Sales Performance ( Actual vs. Budget and Last Year )
- Prepares PowerPoint presentation materials of Financial Results ( Monthly Management Reports and Budget Materials )
- Assists in preparation of Monthly & Year-to-date Consolidated Management Reports
- Prepares Annual Budgeting for all cost and profit- center in the organization with detailed schedules for Capital Expenditures, Departmental expenditures, Shop Licenses and Rent
- Budget stamping, monitoring and control
- Designing various ad hoc management reports and liaising with various unit heads for necessary inputs
- Assists in design, develops and maintain financial reporting and analytical applications to meet various organizational needs, existing and future
- Maintains regular monitoring of travel international requests CAPEX requests and other departmental/shop operating expenses requests
- Prepares Monthly & Year-to-date Analysis on Consolidated Department Expense report in all GCC countries
- Prepares analysis on actual versus budget performance on department spending in all GCC countries.

#### Marketing

- Receiving advertising local purchase order (LPO) for all divisions. Countercheck the received LPOs from the log maintained by the Marketing Department.
- Preparing detailed schedule of monthly marketing expenses for all three divisions – ELC, Mikyajy and Nayomi. Reconciliation with log maintained by Marketing Department.
- Preparation and recording of monthly accruals of advertising and promotion expenses.

### **PERSONAL CHARACTERISTICS:**

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



### PERFORMANCE MEASUREMENTS

- Provides monthly reports of sales by division/countries/shop not later than 15<sup>th</sup> of the following month
- Ensures that all PO/Business Spending are within budget and all outside budget are properly approved by CEO and Finance Director
- Monthly updating of marketing log.
- Provides Management report for the business not later than 20<sup>th</sup> of the following month.
- 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's degree in Finance or Business Administration with 2 years experience in related field
- Strong written and verbal communication skills
- Proficient with MS Office
- Proficient with writing reports, business correspondence and procedure manuals.

### 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)**

- Drive for Result - 2
- Customer Focus - 2
- Integrity and Trust - 2
- Team Work - 2
- Priority Setting & Time Management - 2
- Managing Relationships - 2
- Job Knowledge - 2
- Valuing Diversity - 2

**Department Head:** .....

**Employee:** .....