



POSITION DESCRIPTION

POSITION TITLE : Finance Assistant/K4034

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Accounting Supervisor-Payable

POSITIONS SUPERVISED : Nil

POSITION PURPOSE

The objective of this position is to efficiently process payments for shops, departments and local suppliers covering Mikyajy division as well as processing of telegraphic transfers.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Receiving of Pos related to products
- Processing of Telegraphic Transfer Payments
- Daily processing of all the payments which includes verification of the documents submitted by the different departments & shops, posting the transactions in the MSGP and checks will be drawn to be forwarded to Finance Manager – KSA for review. The reviewed checks will be route for signing of the designated signatories.
- Attending payment related queries.
- Processing of cheque for fund transfer
- Handles all petty cash liquidation for Mikyajy stores in UAE and the Gulf.
- Prepare cheque for manual payroll.
- Facilitate all payment for End of Services
- Reconciliation of Suppliers Statement of account against our subsidiary ledger.
- Posting of cash disbursement to General Journal.
- Other duties that maybe assigned from time to time.

PERSONAL CHARACTERISTICS:

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

PERFORMANCE MEASUREMENTS

- TT must be process within agreed timeline.
- Invoices must be entered in Oracle maximum 5 working days.
- Check preparation must be made within agreed timeline as per schedule below:
 - Request for Cash Advance (Business and Personal) (2 to 3 working days from receipt of request)
 - Payment of Invoice (within 7 working days from receipt of invoice)
 - Petty Cash Fund (5 working days from receipt of PCF liquidation)
- Zero tolerance for missing invoice/POs
- Provides schedule of payable on a monthly basis.
- Maintain politeness to internal and external customer.
- Minimize or free of error for GL coding of all payable transactions.
- 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.



- No payment should be processed if asset is not bar-coded.
- Provides report for audit during audit period
- Excess cash advance receives should be deposited the following day and entered into GL within 3 days.

QUALIFICATIONS\REQUIREMENTS:

- Bachelor degree in accounting/business/commerce or economics
- Minimum 2 years work experience
- 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. Along side 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
- Job Knowledge - 2
- Valuing Diversity - 2

Department Head:

Employee: