



POSITION DESCRIPTION

POSITION TITLE : Financial Analyst Assistant/K4036

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Group Financial Analyst 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 insurance claims and mall management insurance certificates. She is the main contact person and coordinator between insurance company and KOJ.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Management Reporting

- 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.
- Designing various ad hoc management reports and liaising with various unit heads for necessary inputs.
- Assist in design, develop and maintain financial reporting and analytical applications to meet various organizational needs, existing and future.
- Other duties that maybe assigned from time to time.

Budgeting:

- Assists in annual budgeting for all cost and profit centre in the organization.
- Assist in the design and preparation of budget templates and schedules.

Others:

- Monthly insurance file covering detailed update on shops, stock, equipments etc
- Coordinates with HSBC representatives on insurance claims updates and issues
- Coordinates with third party personnel on settlement of claims
- Coordinates with brand/shop representatives, shipping and warehouse department on various stock damage issues.
- Provides daily and monthly sales information to mall management of selected shops, when needed.

PERSONAL CHARACTERISTICS:

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



PERFORMANCE MEASUREMENTS

- Provides monthly report of departmental expense
- Monthly variance report analysis of department expense—Actual vs Budget/Forecast
- Provides monthly reports of updated stocks, fixed assets and additional stores to relevant banking partner to ensure updated insurance coverage
- Provides insurance certificates to malls as requested
- Ensures to provide insurance documentations to recover claims from insurance. No pending claims should be unresolved within 2 months.
- 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 in Financial management or as Management accountant
- Exposed or Used any ERP package for at least a year
- Advance knowledge of excel
- 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)

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|--------------------------------------|-----|
| • 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: