

# ROLE PROFILE

<b>Position Title:</b> Manager General Ledger	<b>Reporting to:</b> Assistant Director Core Accounting
<b>Business Unit:</b> Finance	
<b>Division:</b> Accounting	<b>Department:</b> Core Accounting

## A. ROLE AND CONTEXT

<b>Purpose:</b> This role is responsible for supervising the accuracy of the General Ledger records and all financial transactions to be in accordance with statutory/legal requirements and professional accounting practice	<b>Functional Context:</b> Finance plays a critical role in the day to day operations and more importantly the strategic management and growth of the Ooredoo, it oversees day to day operations within Qatar in order to ensure the growth plans are managed from a financial perspective and profit targets are achieved within an acceptable level of risk. The department is responsible for managing and ensuring the accuracy of the general ledger, accounts receivable and wholesale accounting while also monitoring fixed assets and inventory.
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## B. ROLE ACCOUNTABILITIES

• Acts responsible for ensuring that all major expenses are booked in GL accurately and on a timely basis.
• Reviews and accounts for various treasury related transactions like Investment and Hedge Funds Market valuation, bank transfers, daily cash/bank collections, Foreign currency purchase/sale etc..
• Reviews Payroll and Gratuity before Interfacing to General Ledger.
• Runs and reviews monthly revaluation process for payable, bank and foreign admin accounts.
• Reviews and approves various General Ledger and Treasury related reconciliations.
• Ensures that all payment requests are duly authorised and adequately supported and processed in time.
• Ensures that subordinates are adequately trained and recommends/arranges any necessary training.
• Ensures timely and accurate Monthly GL closing, variance analysis/ reporting within the strict established deadlines.
• Leads the responsibility for all activities relating to accounting for GL & Treasury related transactions.
• Devising adequate procedures and policies covering General Ledger activities and ensuring compliance thereto.
• Liaises with other Finance departments for accruing for major expenses and clearing of long pending accruals.
• Runs revaluation process and reviews various FSG Reports for allocating Govt's share of Revenue & costs relating to Radio Regulatory & Coast Station.
• Liaises with auditors and satisfactorily answers queries raised by them within prescribed target dates – Internal, External and State Audit Bureau.
• Supervises and guides the team looking after (IL closing and devising contingency plans that may be needed to meet the deadline for GL Closing and reporting).
• Reconciles all accounts and tallies all reconciliations to Trial Balance.
• Prepares final audit schedules.
• Reviews financial reports and the reconciling tables.
• The role holder directs and supervises a team of staff towards achieving the objectives set out and has to work under strict deadlines and time constraints.

## C. SCOPE AND INTERACTIONS

<b>Direct Revenue Responsibility:</b> No	<b>Primary Interactions (Internal/External)</b>
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#### D. KEY PERFORMANCE INDICATORS (KPI)

- ## E. EXPERIENCE, QUALIFICATIONS AND SKILLS

Technical Competencies	Required Level	Behavioural Competencies	Required Level
ACCOUNTING	Expert	Building Customer Value	Intermediate
ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE	Advanced	Delivering Results & Fostering Collaboration	Intermediate
PROCESS MANAGEMENT	Advanced	Shaping Strategy	Intermediate
		Driving Change	Basic
		Networking and Influencing Collaboratively	Basic
		Leading Teams	Basic
Competency Level (Reference Range)	Basic Low	Intermediate	Advanced Expert High