

# ROLE PROFILE

<b>Position Title:</b> Assistant Director Planning & Reporting	<b>Reporting to:</b> Senior Director Financial Planning & Reporting
<b>Business Unit:</b> Finance	
<b>Division:</b> Financial Planning & Reporting	<b>Department:</b> Planning & Reporting

## A. ROLE AND CONTEXT

<b>Purpose:</b> The Assistant Director, Planning & Reporting is accountable for leading Ooredoo Qatar's end-to-end financial planning, budgeting, forecasting, and performance reporting activities. The role ensures timely, accurate, and insightful financial information is delivered to Business Units, Executive Management, and Ooredoo Group, while owning and continuously enhancing the financial reporting and planning framework. The position drives strong financial governance, transparency, and the adoption of advanced analytics, automation, and digital technologies to enable effective decision-making for internal and external stakeholders.	<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 group, it oversees day to day operations within Qatar, and supports all M&A activities at Group level, undertaking or overseeing all financial due diligence etc. In the process in order to ensure the groups growth plans are managed from a financial perspective and group profit targets are achieved within an acceptable level of risk. The department is tasked with the management of all customer bill generation, the management of collections whilst maintaining agreed levels of customer satisfaction and limiting the company's exposure to risk. It supports the division by achieving the balance between debt recovery and company image by planning, motivation and control.
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## B. ROLE ACCOUNTABILITIES

<ul style="list-style-type: none"> <li>Own and lead Ooredoo Qatar's end-to-end financial planning cycle including the AoP and BP, budgeting, forecasting as per the set process and Group's planning instructions.</li> </ul>
<ul style="list-style-type: none"> <li>Lead the Management reporting processes by producing weekly, monthly, quarterly reports for OQ management and submissions to Group's requirements</li> </ul>
<ul style="list-style-type: none"> <li>Drive the annual budget and rolling forecast cycles, ensuring alignment with strategic objectives and strong financial discipline.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure robust financial controls, governance, and data integrity across planning and reporting activities, in compliance with IFRS and internal policies.</li> </ul>
<ul style="list-style-type: none"> <li>Lead budget allocation to BUs, enforce budgetary controls, and provide monthly variance analysis with clear explanations and corrective actions.</li> </ul>
<ul style="list-style-type: none"> <li>Designs and structures the reports of financials and non-financials to the needs of the management team and the different BUs.</li> </ul>
<ul style="list-style-type: none"> <li>Produces on time with high accuracy all necessary reports and automates as much as possible from the process.</li> </ul>
<ul style="list-style-type: none"> <li>Shares results of financial performance with BUs, discusses with them recommendation and shares results with management.</li> </ul>
<ul style="list-style-type: none"> <li>Segment/product profitability analysis</li> </ul>
<ul style="list-style-type: none"> <li>Partner closely with Business Units as a trusted finance advisor, challenging assumptions and supporting commercial decisions.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate with relevant stakeholders on corporate scorecard design, target setting, performance tracking, and evaluation process in alignment with strategic priorities.</li> </ul>
<ul style="list-style-type: none"> <li>Drive the adoption of digital tools, automation, and advanced analytics to improve efficiency and insight generation.</li> </ul>
<ul style="list-style-type: none"> <li>Lead, coach, and develop the Planning &amp; Reporting team, fostering a high-performance and future-ready finance capability.</li> </ul>

## C. SCOPE AND INTERACTIONS

<b>Direct Revenue Responsibility:</b> No	<b>Primary Interactions (Internal/External)</b>
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Direct Budget Responsibility: Yes Direct People Management Responsibility: Yes	Internal Relationships: Cross Functional	External Relationships: Vendors Business Partners
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## D. KEY PERFORMANCE INDICATORS (KPI)

- Accuracy and reliability of financial forecasts and plans, reflecting the effectiveness of planning assumptions and business partnering.
- Timely delivery of high-quality management and Group financial reports, with strong governance and minimal rework.
- Effectiveness of budget allocation, budgetary control, and ongoing monitoring of Business Unit performance through clear monthly variance analysis.
- Quality and impact of the corporate scorecard framework, including target setting, performance tracking, and actionable insights for management.
- Continuous improvement of planning and reporting processes through automation, digital tools, and enhanced analytical capabilities.

## E. EXPERIENCE, QUALIFICATIONS AND SKILLS

Minimum Experience, Essential Knowledge & Skills	Minimum Entry Qualifications
12 years' experience in a similar role. Experience in working on financial reporting for a large telecommunications company.	Master's Degree in Finance or Accounting or Business Administration
	Preferred Certifications / Other Qualifications Any Relevant Professional Qualification/Certification

Technical Competencies	Required Level	Behavioural Competencies	Required Level
BUDGETING & PLANNING	Advanced	Building Customer Value	Intermediate
MANAGEMENT REPORTING	Expert	Delivering Results & Fostering Collaboration Shaping Strategy Driving Change Networking and Influencing Collaboratively Leading Teams	Intermediate Intermediate Intermediate Intermediate Intermediate
Competency Level (Reference Range)	Basic Low >----->	Intermediate ----->	Advanced ----->
			Expert ----->High