

# ROLE PROFILE

<b>Position Title:</b> Specialist Revenue Accounting	<b>Reporting to:</b> Manager Revenue 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 to ensure timely and accurate monthly GSM Prepaid revenue accounting and reconciliation within the strict deadlines established by the Management	<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 responsible for managing and ensuring the accuracy of the general ledger, accounts receivable and wholesale accounting while also monitoring fixed assets and inventory.
---	--

## B. ROLE ACCOUNTABILITIES

- Analyses all GSM prepaid reports received from IT, confirms the accuracy and booking in the CFS system.
- Answers all queries related to the prepaid, which were raised by Financial Budgeting & Reporting and Marketing Business Unit.
- Reconciles monthly revenue accounting in the CFS system in the respect of Prepaid services of OOREDOO.
- Works on development and continuous enhancement of monthly and ad-hoc reports from billing system (Geneva, IN and Data Warehouse etc..) to facilitate revenue, accounting and reporting in timely and accurate manner.
- Participates in automation of prepaid reporting which will avoid the dependency on IT for the month end reports i.e. the reports to be extracted directly from Data Warehouse.
- Creates accurate accounts receivable invoices to be sent to GL.
- Prepares accounting entries and uploads the journals in the Corporate Financial System (CFS) for all the collections reconciled and banked.
- Prepares voucher statements for entry of all Journal Vouchers into the GL.
- Develops and implements SLA's with the BU's to ensure timely delivery of treasury services.

## C. SCOPE AND INTERACTIONS

<b>Direct Revenue Responsibility:</b> No <b>Direct Budget Responsibility:</b> No <b>Direct People Management Responsibility:</b> No	<b>Primary Interactions (Internal/External)</b>	
	<b>Internal Relationships:</b> Cross Functional	<b>External Relationships:</b> Business Partners

## D. KEY PERFORMANCE INDICATORS (KPI)

- Timely Revenue and Cost accounting for prepaid and analysis
- Submission of Monthly Balance Sheet code related to revenue reconciliations
- Automation of the prepaid accounting and settlements
- Resolving Audit Points

# ROLE PROFILE

## E. EXPERIENCE, QUALIFICATIONS AND SKILLS

<b>Minimum Experience, Essential Knowledge &amp; Skills</b> 8 years' experience in a similar role. Experience in an accounting role with responsibilities around handling the Timeliness & Accuracy of general ledger inputs and closing.	<b>Minimum Entry Qualifications</b> Bachelor's Degree in Finance or Accounting or Business Administration <b>Preferred Certifications / Other Qualifications</b>
---	--

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