

ROLE PROFILE

Position Title: Senior Analyst Fixed Asset	Reporting to: Manager Fixed Assets & Inventory
Business Unit: Finance	
Division: Accounting	Department: Core Accounting

A. ROLE AND CONTEXT

Purpose: This role is responsible for overseeing the end-to-end accounting and management of fixed assets and inventory, ensuring compliance with IAS/IFRS standards. This role supports strategic financial operations, drives process improvements, and partners across functions to safeguard asset integrity and optimize reporting	Functional Context: Finance plays a critical role in the day to day operations and more importantly the strategic management and growth of the Ooredoo through overseeing day to day Financial operations within Qatar, undertaking or overseeing all financial due diligence etc. 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 the day to day financial operations of the business. It provides support to all BU's within Ooredoo and ensures the business has the financial services it requires in the execution of its business whilst protecting its interests.
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B. ROLE ACCOUNTABILITIES

• Asset Lifecycle Management: Oversee all fixed asset activities from acquisition, capitalization, transfers, retirement, and write-off in the books of accounts.
• Accounting Assessment: Perform accounting assessment for major contracts to determine correct accounting treatment (CAPEX/OPEX, lease vs. owned, etc.).
• Capitalization & Retirement: Ensure timely and accurate capitalization of assets and proper accounting for asset retirements and disposals.
• Fixed Asset Register: Maintain and update the Fixed Asset Register, ensuring completeness, accuracy, and compliance with internal policies and IFRS.
• Asset Verification & Reconciliation: Reconcile results of fixed asset physical verification with the asset register and support in resolving discrepancies.
• Audit Support: Provide documentation and support for internal audits, external audits, ICOFR, and any other ad-hoc audit requirements.
• System Migration: Support ERP migration activities (e.g., Oracle to SAP), including data validation, mapping, and reconciliation of fixed asset records.
• Lease Accounting (IFRS 16): Manage lease accounting as per IFRS 16, including maintaining Right-of-Use (ROU) assets and lease liability schedules.
• Process Improvement: Identify and implement process improvements in asset management, reporting, and compliance.
• Team Support & Backup: Act as backup for the Fixed Asset Manager and Team Lead, supporting team operations and decision-making as needed.

C. SCOPE AND INTERACTIONS

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

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D. KEY PERFORMANCE INDICATORS (KPI)

- Process & procedures enhancements.
- Accurate, qualitative asset register.
- Timely monthly closing of fixed asset module.
- Timeliness of processing insurance claims.
- Manage within the operating budget.
- Timeliness and accuracy of fixed asset reports.
- Accuracy & updated depreciation records.
- Clearance & compliance of audit reports/comments.

E. EXPERIENCE, QUALIFICATIONS AND SKILLS

<u>Minimum Experience, Essential Knowledge & Skills</u>	<u>Minimum Entry Qualifications</u>
5 years' experience in a similar role.	Bachelor's Degree in Finance or Accounting or Business Administration
Experience in an accounting role with responsibilities around handling the Timeliness & Accuracy of general ledger inputs and closing.	<u>Preferred Certifications / Other Qualifications</u> Any Relevant Certification- CA/CPA/ACCA

Technical Competencies	Required Level	Behavioural Competencies	Required Level
ACCOUNTING	Advanced	Customer Focus	Advanced
DATA-DRIVEN DECISION-MAKING	Advanced	Creative Thinking	Advanced
PROCESS MANAGEMENT	Intermediate	Quality and Continuous Improvement	Advanced
		Promoting Teamwork	Advanced
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