

ROLE PROFILE

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

A. ROLE AND CONTEXT

Purpose: This role is responsible for implementing and maintaining "best practice" financial controls, disciplines and procedures for Fixed Assets and Inventory	Functional Context: 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.
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B. ROLE ACCOUNTABILITIES

- Utilizes an Enterprise Asset Management System.
- Works towards meeting time deadlines for monthly closing of fixed asset register module within the Oracle financial system, reviewing & reconciling with GL.
- Ensures all asset retirements and status changes are timely updated to maintain an accurate asset record at all times.
- Allocates all assets to the appropriate cost centre and ensures correct location is captured and registered.
- Follows guidelines on the entire process of capitalization, updating and retirement of all assets.
- Supports in performing a periodic physical count for Ooredoo assets.
- Handles claims management and other support activities for asset insurance.
- Reviews current Asset Accounting management systems and ensures appropriate forecasting / management reporting systems, processes and procedures, and financial controls are in place to support the business and reporting needs of the department and the Corporation.
- Prepares required financial information (actual information and forecasts, capital expenditure, etc.) to the finance team every month end in accordance with the timetable, including supporting schedules and variance reports.
- Maintains asset accounting depreciation schedules as well as analyzing potential capital expenditures.

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

D. KEY PERFORMANCE INDICATORS (KPI)

- Process & procedures enhancements
- Accurate, qualitative asset register
- Timely monthly closing of fixed asset module

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- 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

Minimum Experience, Essential Knowledge & Skills 2 years' experience in a similar role. Experience in an accounting role with responsibilities around handling the Timeliness & Accuracy of general ledger inputs and closing.	Minimum Entry Qualifications Bachelor's Degree in Finance or Accounting or Business Administration Preferred Certifications / Other Qualifications Any Relevant Certifications
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<u>Technical Competencies</u>	<u>Required Level</u>	<u>Behavioural Competencies</u>	<u>Required Level</u>	
ACCOUNTING	Advanced	Customer Focus	Intermediate	
RISK MANAGEMENT	Basic	Creative Thinking	Intermediate	
AUDIT & COMPLIANCE	Basic	Quality and Continuous Improvement	Intermediate	
PROCESS MANAGEMENT	Intermediate	Promoting Teamwork	Intermediate	
Competency Level (Reference Range)	Basic Low >----->	Intermediate >----->	Advanced >----->	Expert >----->High