ROLE PROFILE

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

A. ROLE AND CONTEXT

Purpose: This role is responsible to lead and manage the complete lifecycle of fixed assets and inventory, ensuring accurate accounting, compliance with IFRS and internal controls, readiness for audits, and successful system migrations. The role requires expert knowledge of IFRS standards and strong leadership in process improvement and team development.	**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.

B. ROLE ACCOUNTABILITIES

- Oversee end-to-end accounting for fixed assets: acquisition, capitalization, impairment, write-off, retirement, and verification.
- Ensure compliance with IAS 16, IAS 38, IFRS 11, and company capitalization policy.
- Review and approve asset additions, transfers, disposals, and impairment assessments.
- Conduct periodic physical verification and impairment reviews.
- Manage month-end closing activities for fixed assets and inventory
- Manage telecom inventory including network equipment, SIM cards, and accessories.
- Calculate inventory provisions and ensure accurate valuation under IAS 2.
- Implement robust inventory control processes to minimize shrinkage and obsolescence.
- Ensure in-country valuation of assets and inventory in line with local regulations.
- Maintain documentation for valuation adjustments and reporting.
- Design and maintain ICOFR controls for asset and inventory processes.
- Coordinate with auditors for State Bureau Audit, External Audit, and Internal Audit.
- Prepare audit documentation and address queries promptly.
- Implement audit recommendations and ensure compliance readiness
- Oversee migration from Oracle to SAP for Fixed Asset and Project modules.
- Ensure data integrity and process continuity during system transition
- Review and assess contracts for accounting treatment under IAS and IFRS standards.
- Provide guidance on complex scenarios such as joint arrangements, leases, and asset carve-outs
- Support special projects including carve-out of assets or business units.
- Provide financial analysis and reporting for strategic initiatives
- Prepare monthly, quarterly, and annual reports for fixed assets and inventory.
- Ensure accurate data flow between sub-ledgers and ERP systems.
- Train and mentor team members on IFRS standards, ERP processes, and internal controls
- Supervise asset and inventory accountants and ensure high performance.
- Identify risks related to asset impairment and inventory obsolescence

- Implement mitigation strategies and strengthen internal controls.
- Promote a culture of continuous learning, knowledge sharing, and accountability.
- Actively support and lead change management initiatives, ensuring smooth adoption of new processes, systems, and policies.

C. SCOPE AND INTERACTIONS

	Primary Interactions (Internal/External)	
Direct Revenue Responsibility: No **Direct Budget Responsibility:** Yes **Direct People Management Responsibility:** Yes	**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
- 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	Minimum Entry Qualifications
10 years' experience in a similar role. Experience in an accounting role with responsibilities around handling the Timeliness & Accuracy of general ledger inputs and closing.	Bachelor's Degree in Finance or Accounting or Business Administration **Preferred Certifications / Other Qualifications** Any Relevant Certifications

Technical Competencies	Required Level	Behavioural Competencies	Required Level
ACCOUNTING	Expert	Building Customer Value	Intermediate
RISK MANAGEMENT	Intermediate	Delivering Results & Fostering Collaboration	Intermediate
AUDIT & COMPLIANCE	Intermediate	Shaping Strategy	Intermediate
PROCESS MANAGEMENT	Advanced	Driving Change	Basic
		Networking and Influencing Collaboratively	Basic
		Leading Teams	Basic

Competency Level (Reference Range)	Basic	Intermediate	Advanced	Expert
	Low >--------------------------	>-----------------------	>----------------------	>High