REFERENCE NUMBER:	EP693
JOB TITLE:	Deputy General Manager – Finance (Permanent)
LOCATION:	Jeddah Head Office
BACKGROUND TO POSITION:	Our client's Deputy General Manager – Finance's role as a team leader is to plan, direct and coordinate all Finance & Accounting Functions of the company. Guide the Finance & Accounting team towards its strategic objective. Perform effective risk management by analyzing the organization's liabilities and investments and plan the organization's financial strategy in line with organizational and economic changes. Protect the shareholders' wealth.

KEY PERFORMANCE AREAS:

- Participate in the development of the company's strategic direction (strategic goals and objectives) and ensure that financial aspects of the company are properly communicated with all department heads, and employees.
- Participate in the development of the company's business plans and ensure that all activities within the divisions are aligned with it.
- Participate in the development of the annual budget and ensure that costs and expenditures are maintained within the set budget.
- Set, review and approve the Finance & Accounting guidelines, policies and procedures to ensure its compliance with the company's strategic direction (strategic goals and objectives).
- Establish the mission, vision and main operating principles required to underpin the future functioning of Finance & Accounting.
- Develop long-term financial plans and implement appropriate strategies to enable and achieve the company's objectives.
- Ensure that adequate systems and procedures are in place to enable the organization to operate efficiently, targets are met and value for money is obtained.
- Set and oversee financial and accounting system controls and standards.
- Ensure compliance with the requirements of all relevant financial standards, controls and company policy.
- Develop and maintain relationships with

banks, insurance companies and non-organizational accounting personnel in order to facilitate financial activities.

- Encourage and support the professional development of staff within the function to ensure they keep abreast of technical developments, relevant regulations and industry best practice.
- Regularly update the Board Of Directors and the General Manager on Finance & Accounting function performance, issues and actions.
- Anticipate financial problems, follow-up on, and solve them as they occur.
- Research and study economic trends and revenue opportunities that reflect positively on the company.
- Manage preparation and presentation of financial reports pertaining to the status of expenditure in relation to budget and other reports as needed as well as the preparation of management and financial reports.
- Set and guide subordinate staff to prepare their uniform weekly, monthly and yearly regional financial reports.
- Prepare the budget and manpower needs for the function.
- Communicate and discuss the Finance & Accounting function guidelines and procedures with its management team to ensure responsibilities, authorities and accountabilities are defined and understood.
- Monitor the duties of Financial Controller, Regional Accounting Managers and Accounting and Finance staff.
- Support and manage all external audits.
- Maintain the integrity of Chart of Accounts, General & Sub Ledger and its related processes.
- Monitor adherence of the Finance and Accounting employees to company guidelines, policies and procedures.
- Provide advice, guidance, direction, and authorization to personnel in order to carry out major plans and procedures consistent with established policies.
- Set, design and implement necessary regulations to proactively contain and control financial issues.
- Any other tasks as assigned by the direct manager.
- Support IT department to lead their effort for efficient management of the company's network system.

- Maintain efficient control on company stock and fixed assets.
- Prepare yearly audited financial reports (Trial Balance/ Income Statement/ Balance Sheet) and submit to the Board of Directors and Management.
- Perform VAT and Zakat returns within specified time-frames and obtain the final certificates.

TECHNICAL COMPETENCIES:

- Excellent knowledge in Microsoft Office,
- Solid follow-up and monitoring skills,
- Good knowledge in financial reports,
- Sound financial market knowledge,
- Problem solving and analytical abilities,
- Financial & Accounting auditing skills,
- Sound Knowledge in ERP network systems (Sage Accpac accounting system),
- Ability to prepare and analyze financial reports,
- Knowledge in Saudi Labor Laws,
- Latest knowledge in IFRS/GAAP/VAT/ZAKAT/ISO,
- Expert in Foreign Exchange Revaluation,
- Good and solid communication skills with all departments within the company, external financial institutions, auditors, consulting firms, suppliers, vendors and clients.

INHERENT CRITERIA:

Minimum Qualifications

- Bachelor's degree in Accounting, Finance or any related field.
- Professional Certification (i.e. CPA/CFA/CA), preferred from recognized institutions.

Minimum Experience

- 15+ years of experience in an agency dealer activities (Wholesale & Retail Sales).

Language Proficiency

- English
- Arabic

APPLICATION REQUIREMENTS:

- ➢ A letter of motivation.
- ➢ A comprehensive CV.
- ➢ An abridged CV.
- ➢ Names and contact details for at least 3 referees.
- ➢ Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **EP693** to Genevieve Michel c/o shireendgm@talenting.co.za