

## Job Purpose

- To maintain finance control for the company.
- Develop and implement strategies and plans to achieve the company's long-term objectives.
- Maintain finances in alignment with recognized financial principles and regulatory requirements.
- Identify the most cost-effective financing vehicles that will enable the company to execute its growth targets



## Duties & Responsibilities

- Review and track all liabilities of the company.
- Continuously review financing options to minimize costs to the company.
- Ensure finance re-payment tactics are aligned to business plans and objectives.
- Prepare monthly P&L statement that accurately identifies companies' performance in the prior month.
- Prepare 90 days forecast to ensure financing/funds are aligned to growth objectives.
- Prepared audited accounts annually.
- Track invoices to clients for services and products provided.
- Create aging reporting, highlighting receivables outstanding.
- Responsible for chasing late payments, pulling support from Business Development function as needed.
- Oversee the development of the company's finance and Accounting departments including creating and reviewing policies, budgeting, training, and conducting regular assessments of financial and accounting procedures.
- Preparation of quarterly and annual account reconciliations, monitoring and enforcing compliance with tax and financial reporting standards and assisting with cash flow forecasting.
- Check bank balance routinely and communicate concerns to management if applicable.
- Attend and actively contribute to meetings.
- Prepares reports efficiently and effectively utilizing technical accounting knowledge
- Coordinate with Auditor in yearly audits
- Finalise VAT returns and provide all required information to ZATCA
- Ad-hoc duties as dictated by company needs.



## Safety & Compliance

- Adhere to all Saja Energy Company QHSSE policies and procedures.
- Adhere to all Customer QHSSE policies and procedures.
- Contribute to safety meetings & culture.
- Report task specific and area risk assessments.
- Train and develop in accordance with defined training structure and competency system.
- Actively support and manage all compliance-related initiatives.



## Finance

- Prepare financial reports associated with activities.
- Prepare reports efficiently and effectively utilizing technical accounting knowledge.
- Prepare weekly list highlighting payables.



Job Title:	Accounts & Finance Manager
Reports To:	Chief Financial Officer
Location:	KSA
Department:	Accounts & Finance
Travel Required:	Yes (Occasional)
Position Type:	Ful Time



## Knowledge, Skills & Experience

- Certified accountant.
- Degree in finance.
- 5+ years relevant industry experience.
- Proven knowledge of financial analysis and strategy
- In-depth knowledge of financial reporting standards, tax regulations and industry legislation
- Excellent written and verbal communication skills.
- Excellent coordination and organizational skills.
- A bias for process discipline and an established track record of executing to plan and achieving results.
- Excellent communication, negotiation, analytical, interpersonal and organisational skills.
- Sound understanding of Microsoft SharePoint and Teams (these are business essential systems deployed throughout the company).
- Working knowledge of accounting software (Xero, Sage)



## Education & Training

- Certified accountant.
- Degree in finance.



## Personal Qualities

- Possess effective assertiveness skills.
- Proficient communication skills, both verbal and written.
- Committed to providing a quality product and service to internal and external customers.
- Self-motivated and can-do attitude.
- Methodical and naturally inquisitive mindset.
- Committed person with a flexible attitude to work patterns
- Good team player that has worked in a multi-functional environment.
- Function effectively under pressure throughout busy periods.
- Willingness to travel in support of objectives.
- Able and willing to push through constraints in an engaging and collaborative manner.