

Can you help us find
more sustainable
ways to build?



[AR & Credit - Senior Accountant]

As a member of Holcim Group, the world's global leader in innovative and sustainable building materials, Lafarge Egypt is reinventing the way the world builds. Supported by a strong team spread all over Egypt to shaping a greener, smarter and healthier world.

As we continue to look for more sustainable ways to build, we need world-class talent to join our team. People who are **passionate** about sustainability, driven by **curiosity** and keen to **grow**, **learn**, **develop** and **thrive** in our high-performance culture.

The opportunity at a glance

Responsible for handling LRMXE A/R and Credit daily operations. Coordinating with Commercial teams to ensure having a flawless end to end process. Monitor and review customer's balances, proper invoicing and clearing of customer's incoming payments, Answering customer's inquiries, Support commercial team in collections and report disputes and deductions.

Your responsibilities

Health & Safety:

Contributes & comply with the Country's Health and Safety and Environment Policy, in such a manner that no fatalities occur and that a culture of zero tolerance to lost time accidents is achieved.

2-Functional: Handling all activities below for LRMXE PL

1. Revenue Recognition Assurance:

- Act as gate keeper for assuring revenue recognition process in LRMXE by performing daily, weekly, Monthly 3 way match of quantities dispatched vs delivered vs pre billing in his assigned batch plants.
- Report and investigate any mismatch in revenue recognition process.
- Coordinate with all batch plant managers, logistics and sales to ensure quantities and prices are properly input and moved from one application to another in full accuracy.

2. Billing Process

- Validate all customers' invoices including automatic SAP invoices as well as E-Invoices sent through tax portals.
- Ensure all invoices are printed and submitted to customers and all stakeholders on a timely manner.
- Answer all inquiries related to invoices that may arise from customers, tax authorities and other stakeholders.
- Coordinate with site accountants and admin team the review of invoices with customer's technical offices.
- Supervise AR team clerks in defining reasons for invoices rejection, report to top management and follow up on solving all issues.
- Supervise manual and cloud archiving of all invoices with their reception evidence.
- Responsible for periodical sampling review of batch plants delivery notes to ensure process compliance.

3. Collection Support Process

- Coordinate with commercial team the daily collection process using all methods of communications.
- Prepare and submit customers balance confirmation submission either through emails, visits or any other type of communication.
- Report incompliant customers to commercial team on regular basis and suggest corrective action.
- Provide inputs for daily collections updates.

4. Escalations and Transfer Prices Process

- Process all escalations accruals and releases.
- Coordinate with commercial team to ensure accurate calculations and reflection on customer's balances and ERP systems.
- Ensure all transfer prices between Interco's are reviewed and recorded on a timely manner.

5. Credit Management Process

- Monitoring of Aging reports for related customers and ensures alignment with Lafarge Credit Policy.
- Participate in credit committee meetings with internal stakeholders and top management.

6. Customer's Relations

- Answering all customers' inquiries related to A/R activities in a timely manner.
- Provide customer statements and balance confirmation certificates to customers.
- Execute customer/vendor nettings transactions.
- Record all customers' deductions and debit notes.

7. Reporting and KPI'S

- Prepare invoicing report.
- Prepare accruals and escalations status report.
- Prepare AR transactional volumes report.
- Support in preparing daily collections report.

8. Bad Debts and Provisions:

- Record bad debts provisions.
- Support in resolving bank reconciliation outstanding items

9. Policies and Processes:

- Carry out all tasks in accordance and compliance Lafarge Egypt A/R and Credit policy as well as code of ethics

10. Internal and External Audit Processes:



- Responsible for internal and external audit requirements , walkthrough and evidence submission

Your experience

Education:

Bachelor Degree – Faculty of Commerce

Technical Skills:

- * Financial Analytical Skills.
- * Excellent English Language.
- * Excellent Microsoft office (Excel, Word & PowerPoint).
- * Negotiation Skills

Experience:

4 years of experience in accounting and reporting

Our offer

While you help us deliver world-class construction solutions, we promise to help you grow in a dynamic working environment that offers attractive working conditions and encourages personal and professional development.

Do you have the drive, the skills, and the passion to join us?

Apply now at (Careers-eg@lafargeholcim.com)

Mentioning the Job Title in the subject line.