I Reason for Existence

Ensures implementation of SAP Financials and Controlling to provide accurate and timely reporting of consolidated and segmented financial data.

II Duties and Responsibilities

1. Responsible for ensuring that the project has clear purpose which is understood by each and every one involved in the project by clearly discussing with the team the project main goal.

2. Responsible for ensuring that each team member has a clear role and that their resources have been agreed with their line manager by making sure they have all the resources needed before the project start, that they are guided with their individual task and deliverables.

3. Responsible for clarifying the goals of the project and making sure that every action is moving the project towards its goals by making sure each member of the project team knows that status of the project thru weekly meeting and that they clearly understand and that they know by heart our Project Go Live

Expected to:

1. Provide advice and strategic direction

2. Create, Schedule, assign and follow-up tasks

3. Hold project work team accountable for implementation

DDC: *Please refer to printed files for signatures of approvers.*

4. Resolve issues referred from budget resource manager and resource managers

5. Review Scope changes and change requests

6. Meet with the project team

7. Serve as communication conduit

8. Sign off on approvals to proceed to each succeeding project phase

III Minimum Qualifications

1. Must have work in different field of accounting.

2. Must have work experience being part a project implementation or being a project team leader

3. Must have a knowledge of any ERP (Oracle or SAP)

DDC: *Please refer to printed files for signatures of approvers.*

Any printed and saved copy of this document is considered uncontrolled