

## **Finance Manager**

### **Duties & Responsibilities:**

1. Oversee the daily operation of Finance Department.
2. Manage Budgeting, AP, AR, Bank Reconciliation, Accounts Audit, Inventory Management, various monthly Management Reports
3. Prepare and present financial reports to management, and Council for Annual General Meeting and Committees' monthly meetings.
4. Prepare annual budget and monthly forecasts, variance reports on P&L, cash flow and intercompany consolidated reports.
5. Monthly closing and monthly management report analysis of group and subsidiary companies
6. Timely budget and actual monthly financial reporting for functional departments and subsidiaries
7. Liaise with external auditors, statutory bodies, company secretaries, bankers and other consultants for audit / financial and banking matters.
8. Implement and maintain accounting and internal control systems, policies, procedures to safeguard assets and operations.
9. Identify and resolve accounting system issues and recommend and implement process improvements.
10. Responsible for the general ledger management and balance sheet reconciliations.
11. Preparation and filing of external returns such as GST Compliance and other local statutory reports.
12. Manage monthly payroll, income tax submission
13. Administration, vendor and facilities management.

### **Required Competencies / Skills:**

- Certified Accountant with minimum 3 years of working experience in financial management and preferably with Human Resource.
- Highly proficient in MS Excel, PowerPoint, good communication skills and have the ability to work with stakeholders
- Results driven and able to work with little supervision.

**Salary Range:** \$4,000 to \$5,000