	<h1 style="text-align: center;">Finance Supervisor</h1> <h2 style="text-align: center;">Job Description</h2>		<b>Document Number:</b>  JD-FIN-03.03
	<b>Department:</b> Finance	<b>Effective Date:</b> May 22, 2017	<b>Revision No</b> 1

### I Reason for Existence

Supervise, implement company policies and procedures, administer and perform accounting work. Responsible in ensuring revenue management and forecasting systems, to enable revenue generation controls. Direct, train, supervise and assist finance personnel.


### II Duties and Responsibilities

1. Set-up operational cost of suppliers' by encoding the agreed rates in the F2 System to ensure accurate cost are applied and paid.
2. Review and check Bank Reconciliation Statements submitted by ensuring that all entries are booked and recorded correctly and timely to provide accurate report to Management.
3. Prepare and validate Gross Profit analysis to support payment to suppliers by considering costs related to each transaction to show profitability.
4. Prepare Top Accounts Report with Gross Profit analysis (GP) by summarizing revenue and expenses generated per account to Management and Sales Department to help them in decision making.
5. Conduct Performance Management by evaluating and discussing Key Performance Indicators (KPI) results to finance staff and come up with action plans to improve team performance.
6. Do regular coaching & mentoring program to Finance Staff by doing a scheduled one-on-one session using coaching log sheet or journal to ensure that Finance staff is highly motivated, engaged and enthusiastic in delivering service to our customers.

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7. Recommend process improvements and develop policy statements to be used as guide to Finance Team in order to strengthen business controls, improve operations and reduce costs.
8. Recommend and initiate the selection and hiring of employees by conducting paper screen and interviews to ensure job specification are met.
9. Train & orient new hires by conducting product knowledge & process flow orientation and actual on- the-job immersion to equip them with the necessary knowledge and skills prior to actual customer interaction.
10. Performs SAP support task
11. Handle other functions that may be assigned from time to time.

### III Minimum Qualifications

1. Bachelor's College Degree in Finance/Accountancy/Banking or equivalent.
2. Preferably Supervisor 1-2 Yrs experienced.
3. Proficient in Office Applications.
4. Systematic and detailed oriented.
5. Having experience in Logistics is an advantage.
6. Good level in English both oral & written.
7. Strong analytical thinking.
8. With proven people skills.

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