



Area Finance Supervisor

Document
Number:

JD-FIN-03.08

Job Description

Department:

Finance

Effective Date:

April 04, 2016

Revision No

0

I Reason for Existence

Area Finance Supervisor is responsible in providing financial reports to head office for payables and receivables.

II Duties and Responsibilities

1. Maintain a good collection performance by reviewing and reconciling customer's ledger of accounts. Do the collection activities by sending follow up inquiries, negotiating with past due accounts and maintaining collection logbook to ensure hitting collection target.
2. Maintain cash flow by monitoring bank balances and cash requirements to avoid return of checks due to insufficient funds.
3. Support sales team by providing them reports of the current revenue and costs to ensure more profit.
4. Monitor yearly deadlines of renewal of business permit of the branch, books of accounts and yearly registration of trucks to avoid penalties.
5. Ensure the correctness of petty cash fund replenishments and request for payment prepared by finance staff by checking and verifying all attachments.
6. Check monthly transactions properly encoded and entered in the computerized system by verifying current rate and costs.

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7. Motivate finance staff by communicating/ overseeing them frequently to make them feel that they are important in the company.
8. Monitor the billing collection and credit terms to ensure deadlines are set to reach collection target.
9. Perform any other function as assigned by his/her immediate leader

III Minimum Qualifications

1. Graduate of BS Accountancy or related field from reputable institution.
2. Articulate, presentable, smart and has leadership potentials
3. Excellent command / highly proficient in spoken and written English.
4. With strong work ethic.
5. Ability to work independently.
6. Proficient in Microsoft Office
7. Aggressive, confident, energetic and goal driven
8. Be able to operate under pressure and meet deadlines

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