	<h1 style="text-align: center;">Finance Supervisor</h1> <h2 style="text-align: center;">Job Description</h2>	Document Number: JD-FIN-03.11
	Department: Global- Finance	Effective Date: July 24, 2022
		Revision No 1

I Reason for Existence

Coordinate and direct subordinate staff in the daily operations of various finance activities in the organization in accordance with company policy. Provide support to operation and administration by ensuring that a sufficient amount of fund is available for cash disbursements at all times and to process and release checks and service providers on agreed terms.

II Immediate Leader

Finance and Accounting Manager

III Duties and Responsibilities

Finance Supervisor – Accounts Payable (AP)

1. Maintain the petty cash fund by following the imprest system and making regular replenishment so that the fund will not be depleted.
2. Secure the petty cash fund by placing the cash box inside the cabinet at the end of the day or before leaving the office to ensure safety of the fund.
3. Monitor Accounts Payable per Supplier by maintaining updated subsidiary ledgers and reconciling with suppliers Statement of accounts against summary of payments at least once a month to ensure all expenses are booked and accrued on time.
4. Process payment by preparing check or cash vouchers with complete attachments and approved signatories based on policies and procedures so as to augment operating expenses and pay suppliers based on agreed terms.
5. Prepare monthly depreciation schedule by summarizing all assets purchased and apply agreed estimated useful life to ensure proper recording in the books.
6. 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.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	Finance Supervisor Job Description		Document Number: JD-FIN-03.11
	Department: Global- Finance	Effective Date: July 24, 2022	Revision No 1

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. Perform other functions that may be assigned by the immediate leader from time to time.


Finance Supervisor – Accounts Receivables (AR)

1. Plan the daily, weekly, monthly collection target by analyzing and calculating the due amount per customer ledger to ensure on time payment by customer.
2. Call customers to follow up collection, confirm receipt of billings and address concerns pertaining to billings and collection, to update the accounts.
3. Visit customers to reconcile records, disputed invoices and build relationships for smooth business transactions.
4. Prepare reports such as Collection efficiency, Aging schedule and AR days by summarizing data for the month and do comparative analysis to provide accurate report to management.
5. Endorse long overdue accounts to by submitting the list to Manager and Sales for disposition, suspension or endorsement to Legal to speed up better control.
6. Review and recommend by analyzing credit limit & terms of the client in relation to total revenue contribution & paying habit to Credit Com for better control.
7. Recommend process improvements and develop policy statements to be used as guide to Finance Team in order to strengthen business control, improve operations and reduce costs.
8. Perform other functions that may be assigned by the immediate leader from time to time.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1>Finance Supervisor</h1> <h2>Job Description</h2>	Document Number: JD-FIN-03.11
	Department: Global- Finance	Effective Date: July 24, 2022
		Revision No 1

IV Minimum Qualifications

1. Graduate of four-year course Business Administration preferably major in Accountancy.
2. Have the initiative to continuously improve task assigned.
3. Have ability to lead staff.
4. Preferably Supervisor 1-2 years experienced.
5. Proficient in Office applications.
6. Systematic and detailed oriented.
7. Good level in English both oral and written.
8. Strong analytical thinking.
9. With proven people skills.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled