

	Corporate Planning Manager Job Description		Document Number: JD-FIN-03.17
	Department: Finance	Effective Date: May 22, 2017	Revision No 0

I Reason for Existence

The Corporate Planning Manager will be responsible in designing and generating management reports, and conducts analytical studies, operations reviews, and business diagnostics.

II Duties and Responsibilities

1. Plan and develop the corporate long-term strategy in order to materialize the Company's vision and objectives
2. Direct subordinates in organizing and developing the Company's business plan through providing them with the proper guideline and information to ensure the alignment of business plans with corporate strategy.
3. Take initiative to control expenditures to ensure the alignment with business plan and budget limits. Interface with Finance unit to insure compliance with corporate budgetary requirements and guidelines.
4. Appraise the performance of the employees under his control in order to evaluate their contribution to realization of the departmental business targets.
5. Update management on financial results by generating financial statements with variance analysis, accounts receivable balances with aging, collection efficiency and gross profit per customer for information and guidance in decision making.

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6. Prepare annual budget by forecasting revenues and expenses based on historical data and sales pipelines to set target for the period.
7. Formulate and execute plans and programs by preparing company policies and procedures through regular coordination, follow ups and meeting with all concerns to deliver commitments to internal and external customers.
8. Review financial policies and procedures and recommend improvements of processes and guidelines by collaborating with the team and other department heads, benchmarking with best industry practices and implement audit recommendations to continuously adopt with the changing needs of the business.
9. Generate KPI reports, monitor and ensure that targets are achieve by monitoring compliance on the established policies and procedures as well as updating processes based on the improvements generated from the review and actual implementation to meet customer requirements.
10. Perform any other function as assigned by his/her immediate leader.

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III Minimum Qualifications

1. Accountancy Graduate, preferable CPA
2. Computer literate, knowledgeable in office application suite.
3. More than 5 years of experience in similar position; experience with operations preferred.
4. Have a flare for numbers, work well with people, aggressively anticipate impacts of workload/issues to team deadlines and have a very positive work attitude.
5. Strong experience in income statement analysis.
6. Experience Financial Analyzer or equivalent, and Business Intelligence, a plus.
7. Strong organizational, analytical and interpersonal skills.
8. Self-motivated to learn new concepts and participate in new projects.
9. Has excellent verbal and written communication skill.
10. With proven people skills.
11. Excellent leadership skills and should be able to drive change.
12. Flexibility and stress tolerance.
13. Strong ability in training, motivating and coaching.
14. Systematic and detailed oriented.
15. Problem solving skills.

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