	<b>Senior Finance Manager</b>  <b>Job Description</b>		<b>Document Number:</b>  JD-FIN-03.19
	<b>Department:</b> Finance	<b>Effective Date:</b> January 24, 2022	<b>Revision No</b> 0

## I REASON FOR EXISTENCE

Oversee financial operations and activities of company. Responsible for ensuring correct, accurate and timely recording of revenues. Assure the liquidity of company's cash position through quick and efficient credit control arrangements with customers. Producing financial reports and developing strategies and improvements in controlling procedures.


## II DUTIES AND RESPONSIBILITIES

1. Validate the recorded revenue by downloading the encoded transactions in the system and matching it with corresponding expenses incurred to ensure accuracy and completeness of data for the period.
2. Manage cash by forecasting payments to ensure and maintain better relationship with Local and Overseas suppliers/Agents.
3. Prepare monthly analysis of cost of goods sold and operational expenses by comparing against prior year actual and budget, providing explanations and business solutions to help mitigate the risks.
4. Partner with Product Management Team by determining and providing financial impact due to product cost reductions, new product roll out, etc. and preparing periodic forecasts done by the Team to update management.
5. Oversee the over-all movements in the Documents, Billing and Credit & Collection Department.
6. Review all documents, billing and credit & collection reports prior to submission to management.
7. Handle all problematic account (Dormant Customer), account endorsed to a collection agencies and all legal activities.

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8. Monitoring and approval of services arrangement with overdue and excess credit limit.
9. Monitor aging of receivables.
10. Conduct credit investigation, property appraisal and revaluation.
11. Motivate, discipline and appraise performance of Documents, Billing and Credit & Collection Department Personnel.
12. Manage accounts receivable through follow up from customers, send regular reminder of overdue accounts and discussion with sales team to update accounts and improve cash management.
13. 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.
14. Coordinate and assist with internal and external auditor during engagement by ensuring that documents and records are available and updated to speed up audit process and results.
15. Prepare annual budget by forecasting revenues and expenses based on historical data and sales pipelines to set target for the period.
16. Provide direction plan for the department through verbal instructions, emails and memo and during meetings to ensure adherence to company's direction.
17. 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.
18. Review financial policies and procedures and recommend improvements of processes and guidelines by collaborating with the team and other department heads,

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benchmarking with best industry practices and implement audit recommendations to continuously adopt with the changing needs of the business.

19. Generate KPI reports, monitor and ensure that targets are achieved 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.
20. Conduct performance management by evaluating and discussing key performance indicators (KPI) results to direct reports and come up with action plans to improve team's performance.
21. Guide, discipline and terminate (if necessary), finance team members by discussing job descriptions, policies and procedures, table of discipline and KPIs to ensure adherence and understanding in execution of common goals.
22. Identify and address staff training and coaching needs by doing scheduled one on one session using coaching log sheet and key incident journal to ensure that the direct reports are highly motivated, engaged and enthusiastic in delivering service to our customers.
23. Outline and plan developmental objective and career goals of direct report by identifying knowledge, skills and abilities to pursue in selecting trainings and developmental activities needed.
24. Recommend and initiate the selections and hiring of new employees by conducting paper screen and interviews to ensure that job specifications are met.
25. Handle other functions that maybe assigned from time to time.

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### III QUALIFICATIONS

1. Business Related Course/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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