

	<b>Position Description Manual</b>
Department: Finance – Business Solutions	Position Title: Finance Manager
Effective Date: October 01, 2009	Revision No.:

## I. REASON FOR EXISTENCE

Responsible for ensuring correct, accurate and timely recording of revenues, expenses and other financial activities of the company while actively participating in building the company's capability to deliver on commitments to customers.

## II. DUTIES AND RESPONSIBILITIES

1. Provide direction plan for the department through verbal instructions, emails and memos and during meetings to ensure engagement to company.
2. Formulate and assist in carrying out plans, programs, policies and procedures of the company through regular coordination, follow ups and meeting with all concerns.
3. Formulate and review financial policies and procedures and recommend improvement of processes and guidelines.
4. Coordinate with other departments as well as with customers to effectively discharge the functions of the team.
5. Provide coaching/training from time to time to the team members to effectively carry out his/her functions.
6. Check and review the validity, accuracy and completeness of transactions for recording.
7. Prepare cash vouchers and program cash outflows required to cover payment of due obligations vouchers.
8. Check and review service invoices and statement of accounts for customers.

9. Allocate freight, trucking, delivery and other direct cost and analyze gross profit per client, per job.
10. Prepare monthly financial statements of Business Solutions.
11. Prepare and present financial results of Business Solutions in the monthly Mancom meeting.
12. Prepare annual budget and present to the management for review

### III. 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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