

# We're hiring

## FINANCE MANAGER

### KEY RESPONSIBILITY

- Preparation of monthly accounts, year end final accounts, annual budget and all other ad-hock financial reports required by the management.
- Prepare and arrange all statutory and regulatory payments.
- Preparation of staff salaries and arranging employee related payments such as EPF, ETF, gratuity, staff loans etc.
- Computation of product costing for all the products in the product portfolio and ensure accurate data entering in the inventory management.
- Supervise tax related payments (Income tax, VAT, stamp duty, PAYE tax etc.) and furnish respective tax returns on time and arrange the documents for tax audits.
- Ensure all receipts and payments are posted to the general ledger on time.
- Responsible for the general ledger maintenance and finalizing all bank reconciliations.
- Ensure all journal entries are approved on time. Supervise debtors and creditors ledgers are reconcile periodically to ensure the accuracy of the data capturing to the ERP.
- Manage daily and monthly cash flow requirements and liaise with banks, debtors and creditors for smooth functioning of the respective operations.
- Liaise with IRD, External & Internal auditors, Ministry officials, and other stakeholders whenever necessary.
- Ensure overseas operations runs smoothly and necessary management reporting are done promptly.

### CANDIDATE PROFILE

- Professional membership in CASL/CMA/CIMA/ACCA.
- A bachelor's degree in accounting or finance.
- Minimum of 3-5 years of experience as a finance manager in a FMCG or manufacturing environment.
- Excellent communication skills in English.
- Excellent inter-personal and negotiation skills.
- In depth understating of LKAS and local taxation regulations.
- Experience in handling imports and exports will be added advantage.

## JUNIOR EXECUTIVE FINANCE

### KEY RESPONSIBILITY

- Ensure accurate and timely data entering to the ERP in terms of all payments and receipts including petty cash payments.
- Preparation of monthly bank reconciliations and necessary journal entries for provisions, expenses and inter-company transactions.
- Timely preparation and payment of all taxes and furnish relevant tax returns.
- Raising Invoices (Regularly).
- Maintaining accurate inventory records.
- Prepare product costing.
- Ensure data entering of the overseas operations are done accurately.
- Ensure income tax and VAT filing of local and overseas operation.
- Support the Finance Manager with queries of IRD, External & Internal auditors, Ministry officials, and other stakeholders whenever necessary.

### CANDIDATE PROFILE

- Intermediate qualification in CASL/CMA/CIMA/ACCA.
- A bachelor's degree in accounting or finance.
- Minimum of 1-2 years of experience in finance in a FMCG or manufacturing environment.
- Good communication skills in English.
- Good inter-personal and negotiation skills.
- Fairly good understating of LKAS and local taxation regulations.
- Experience in handling imports and exports will be added advantage.