



JOB DESCRIPTION

Job Title	Finance Manager		
Location	Weber, Bangsar/Puncak Alam	Function/ Department	Finance
Reporting To (Job Title)	Financial Controller		
JOB PURPOSE			
Ensure the smooth running of the Accounting & Costing Section, assist in establishing internal accounting policies and standards, ensure compliance with established standards, and generate accurate financial reports.			
JOB DESCRIPTION			
<p>Financial Statements Preparation: Supervise and review the preparation of monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with accounting standards.</p> <p>Monthly Reconciliations and Reports: Review and approve monthly reconciliations and reports to ensure compliance with internal and external standards.</p> <p>Special Financial Reports: Prepare special financial reports by collecting, analyzing, and summarizing account information and trends, including Fixed Assets, Cash Flow, and Profit & Loss (PL) statements.</p> <p>Cash Flow Management: Manage cash flow, allocate & maintain operation budgets, and optimize working capital.</p> <p>Budget and Forecast Preparation: Lead the preparation of the annual budget and periodic forecasts, ensuring alignment with strategic goals.</p> <p>Internal Financial Controls: Establish and enforce internal financial controls, conduct fixed asset and year-end stock takes, and implement improvements based on internal audits.</p> <p>Cost Activities and Productivity: Support other departments with cost-related activities, including product costing, cost analysis, costing structure, and margin analysis.</p> <p>Collaboration with FSSC: Work closely with the Finance Services Centre (FSSC) in Philippine on day-to-day finance operations, including Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL).</p> <p>Regulatory Liaison and Compliance: Liaise with tax agents, auditors, and regulatory bodies. Prepare relevant schedules and documentation for regulatory filings or audits.</p> <p>Transfer Pricing and Tax Filing: Assist in the preparation of transfer pricing documentation, direct and indirect tax filings, and ensure timely submission of all tax-related documents.</p> <p>Special Projects and System Enhancements: Contribute to special projects, system implementations, and process improvement initiatives, ensuring alignment with organizational objectives.</p>			



Job Descriptions
PEOPLE, PERFORMANCE & ROLE PROFILE

PRIVATE & CONFIDENTIAL

Ad-hoc Analysis and Reporting: Perform ad-hoc analysis and special projects as needed, and assist in preparing reports and presentations.

Leadership and Team Development: Provide leadership, coaching, and development opportunities for team members to enhance their skills and performance.

REQUIREMENTS

Qualifications: Professional accounting qualifications or a recognized Degree in Accountancy.

Experience: Minimum of 4-5 years of experience in the manufacturing sector, with a preference for experience in a multinational corporation (MNC).

Skills: Strong analytical and influencing skills, with the ability to communicate effectively across all organizational levels and work collaboratively across teams. Proficiency in relevant analytical tools and software is preferred.

Work Environment: Ability to thrive under pressure in a fast-paced environment with tight deadlines.

Language Skills: Proficiency in English, Malay, and Mandarin (both written and verbal).

Location: Bangsar but willing to travel to plant at Puncak Alam, Selangor as and when required.