



<b>Job title</b>	Financial Controller
<b>Location</b>	Bangkok, Thailand

#### **Company Description**

Media advertisement.

#### **Responsibilities**

- Responsible for all finance & accounting tasks i.e. cash flow management, all payment and receipt transaction reviews, internal control, taxation, and statutory financial statements.
- Review, analyze, reconciles data to prepare monthly reports and involved in monthly closing and consolidation activities, taxation & tax planning, Management expense actual and budget and investment performance and portfolio and any other management
- Perform monthly Bank Reconciliation for other cash transactions for the month and reconciles general ledger cash balance to the monthly bank statements.
- Check and clarify account postings and the processing of transactions.
- Review reconciliation of all sub-ledgers.
- Review and approve all Journal Vouchers.
- Analyze trail balance report and financial statements report.
- Clarify and ensure transactions are processed according to instructions, procedures or guidelines.
- Ensure documentation for audit purposes.
- Additional tasks and responsibilities as required in the execution of the company's business plan.

#### **Requirements**

- Experience 10-15 years in Finance or related fields, with 5 years in manager level position
- Age not over 40 years old, Male or Female, Thai Nationality.

- Bachelor or Master's degree at an accredited college or university or equivalent work experience.
- Certified Public Accountant (CPA) is a huge advantage but not necessary.
- Strong analytical skills and work under pressure within deadline.
- Good supervisory skills, decision-making ability, effective communication, time management ability and stress management ability.
- Good personality, interpersonal and leadership skills and positive thinking.
- Excellent command of English in speaking and writing.
- Computer literacy especially in MS Office

<b>Approved by:</b>	JB Hired (on behalf of CEO)
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