

Job title	Finance and Operations Division Manager (ISUB)
Reports to	Department Manager

Duties

Responsible for all accounting & reporting and controlling of INSEE Superblock (ISUB).
Responsible for reviewing the overall work of accounting and controlling of ISUB, being the business partner, analyzing data to support management and managing the team to work properly, timely and accurately

Responsibilities

- Perform, monitor, manage and ensure all accounting transactions correctly and compliant with GAAP, IFRS, TAX, BOI and other regulatory requirements including corporate policies and procedures.
- Review the analysis report of the company's financial performance including necessary information and sound business advice to supervisor and management.
- Attend the monthly business meeting and propose the initiatives or recommendation for company benefit, cost improvement & saving
- Be the business partner to work closely, provide the recommendation, simulate the financial planning and budget including CAPEX as business requirement.
- Monitoring and control revenue & cost of company to ensure that all are in line with business plan
- Perform other related duties as assigned
- Compliant and accuracy with regulations
- Submit report within specified date
- Track the % benefit or work completeness
- Company expenses are not over budget
- CAPEX process is complied with ICS and in line as planned
- Customer satisfaction

Requirements

- Bachelor or Master Degree of Accounting
- At least 7 years of accounting and controlling
- Knowledge of general ledger, cost accounting, BOI accounting and financial planning & reporting
- Knowledge of SAP, esp CO, FI, MM
- Strong analytical skill, problem solving skill and initiatives
- Good communication skill and negotiation skills, Strong presentation skills and result oriented track record.
- Computer literacy SAP and Ms office
- Good command in English
- Strong leadership & management skill
- Work well & effectively across function & stakeholders
- TOEIC Score 650

Approved by:	JB Hired (on behalf of CEO)
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