

POSITION DESCRIPTION

Position Title: FINANCIAL CONTROLLER
Group: FINANCE
Location: SINGAPORE

Reports to Position HEAD OF FINANCE

Positions Reporting (Direct) Financial Accounting Manager
Financial Planning Manager

Position summary Leadership and management of the overall Finance function. Business Partner to the rest of the departments. Ensure proper internal control and continuous improvement. Set up of financial policies and main coordinator for external parties like bankers and auditors

Responsibilities:

Note: Include here decision making - freedom to act.

Accountabilities:

Note: Include here contacts / working relationships.

- Ensuring the timely and accurate close of month and financial reports
- Ensure that all statutory and financial reports comply with relevant accounting standards
- Ensuring taxation and other regulatory compliance obligations are met on a timely basis
- Development and continuous improvement of internal financial control environment.
- Establish, document and maintain financial policies and procedures
- Ensure strong financial systems and control environment
- Oversee preparation of routine statements of financial performance and position, in accordance with company's policy, relevant accounting standards and industry conventions.
- Preparation all other necessary internal / external financial reports, including Board reporting requirements.
- Satisfaction of all taxation obligations
- Development and management of direct reports
- Oversee the treasury functions including Forex and Fuel hedging.
- Ensure hedged portfolios are properly accounted and recorded according to company policy
- Develop and maintain budgets, forecasts and business KPIs
- Work closely with management team to provide direction and support to achieve lowest cost position
- Provide commercial and financial input to contract negotiations
- Provide ad hoc financial analysis to support business decision-making.
- Design and review financial commitments through contractual agreements with suppliers
- Develop a cost conscious culture and work practices
- Liaise with legal representation to develop and review contracts and ensure exposure is limited wherever possible.
- Develop and maintain good business relationships with bankers and tax agents, auditors, vendors and other 3rd party partners.



**Knowledge, Skills
and Experience:
Person
Specifications:**

- Strong management and financial skills
- Good analytical skills
- Highly developed ability to work independently and meet regular deadlines.
- Attention to detail
- Excellent communicator (written and oral)
- Team orientated, with a high sense towards customer satisfaction
- Committed to continuous improvement
- Open, friendly and approachable with a high standard of personal performance & credibility.
- A cost-conscious, solutions-oriented person who enjoys working in supportive team environment.
- Energetic, highly adaptable and willing to take responsibility to get the job done.
- Demonstrated leadership & interpersonal skills with an innovative approach to performance management and development.
- Extensive experience (10 – 15 years) as senior finance manager with responsibility for managing a team of accounts staff (about 10 staff).
- Strong computer based skills (minimum Excel, Word, PowerPoint and email).
- Professional accounting/finance qualification to CPA/CA.
- Willing to work in the East