



**Designation** : Account & Finance Manager / Senior Executive  
**Reporting to** : Chief Operating Officer  
**Qualification** :

## Key Responsibilities

### Financial Planning and Corporate Finance

- Review and manage the submission of reports to analyze projections of sales and profit against actual figures, budgeted expenses against final totals, and suggests methods of improving the planning process as appropriate.
- Analyze financial statements and company operations to pinpoint potential weak areas and provide solutions.
- To review existing businesses/subsidiaries and recommend divestment and/or acquisition strategies.
- Analyze cash flow, cost controls, and expenses to guide business leaders.
- Monitor all purchases (PO) and payments (PV).
- Supervise investment of funds; work with banks and/or investment bankers to raise additional capital as required for expansion and operational requirements.
- Review the implementation of strategic business and/or operational plans, projects, programs, and systems.
- Carry out due diligence on proposed acquisition and investments including structuring optimal investment structures with appropriate debt financing to maximize equity returns.
- Assist in negotiations to secure optimum valuations for proposed investment undertaken by the Company.

### Accounting

- To be responsible for “Internal audit” process, which includes the liaising with auditors, coordinating the auditing processes as well as monitoring the progress of the corrective actions of improvements.
- To develop Standard Operating Procedures for the department and ensure the compliance of accounting policy, internal controls and standard procedures.
- To ensure that Management Accounts is being prepared on a timely basis.
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Monitor Accounts Receivables & Payables and Debtors collection.
- Manage tax consultants to ensure compliance with payment, reporting and other tax requirements.

### Requirements:

- Candidate must possess a Degree in Accounting and a member of a recognized professional accounting body (ACCA/MIA/CPA/MACPA/MICPA etc.)
- At least 5 years post professional experience in the Finance and Accounting Profession.
- At least 3 years experience in supervisory role.
- Experienced in Corporate Finance, Financial Planning, Budgeting, Forecasting and Financial Modeling are a MUST.
- Experienced in the management of cash and planning the cash flow.

Other reasonable responsibilities may be assigned to your from time to time based on the needs of the company.

***<http://www.tricubes.com>***

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