



Effective for: 2018

JOB DESCRIPTION & ANNUAL ACCOUNTABILITIES

NAME: TBA **REPORTING TO:** Team Leader
POSITION TITLE: Junior Finance Executive **DIRECT REPORTS:** N/A
DEPARTMENT: Finance **LOCATION:** Colombo, Sri Lanka

POSITION PURPOSE:

The Junior Finance Executive will be responsible for processing accounts payable/receivable (Intrepid Brands) tasks and supporting the transactional team. This role should work together and provide support to the Melbourne Finance team while continuously engage in financial activities of assigned Intrepid brand companies. The role also requires to keep a good relationship with the external and internal customers, and employees while assisting the management to deliver an efficient and effective outcome.

Key responsibilities of this role may include processing of revenue, cost of sales and other overheads of the business. The role will have a great focus on generating operational efficiencies in the work tasks, and continuous process improvement in shared services operations.

QUALIFICATIONS AND EXPERIENCE

Undergraduate in Accounting or equivalent professional qualification
1+ years of experience in a Finance role
Highly competent Process and Systems knowledge
Well-developed computer literacy skills in MS Office environment

OTHER SKILLS AND ATTRIBUTES

Ability to achieve deadlines
Accountability and attention to detail
Ability to prioritize
Self-motivated and can set own goals
Strong communication and interpersonal skills

Annual Operational Accountabilities	Benchmark Measure
Accounts Receivables	<ul style="list-style-type: none">• Ensure all cash receipts are recorded daily on a timely and accurate manner.• Ensure all sales invoices are recorded on a timely and accurate manner.• Ensure customer refund process completed in a timely and accurate manner• Ensure the bad debt templates are prepared as per the requisitions.• Ensure that a high level of service is provided always to both internal and external customers relating to receivable function.
Accounts Payables	<ul style="list-style-type: none">• Ensure all overhead invoices are reviewed for required approval process.• Ensure intercompany cost of sales invoices are reviewed against the costing system (Elements) prior to processing• Ensure all cost of sales and overhead invoices are processed each month with high level of accuracy.• Carrying out weekly/ monthly payment runs on a timely and accurate manner.• Ensure that a high level of customer service is provided always to both internal and external customers relating to Payable function.

Perform General Accounting and Reporting	<ul style="list-style-type: none"> • Aid and support to the group finance teams and FMs to facilitate and improve financial accounting, management accounting, and other processes and deliverables. • Assisting in the interim and year end company audit procedures. • As directed, assist in the process to ensure all necessary journals, allocations and reconciliations occur to enable trial balances to be produced, perform consolidations and process eliminations per the month end timelines • Ensure allocated tasks are completed in a timely and accurate manner to support submission of the necessary information to enable management reporting
Continuous Improvement and Best Practice	<ul style="list-style-type: none"> • Assist in creating best practice activities and improved amendments to existing work flows • Look for opportunities to use automation and systems to replace existing manual processes. • Assist management in improving the overall efficiency and process improvement of the Sri Lankan office
Manage Policies and procedures	<ul style="list-style-type: none"> • Ensure all accounting policies and procedures in place are followed
Communications	<ul style="list-style-type: none"> • Ensure clear, efficient and effective communication always to group wide businesses and our external customers. • Effectively manage all external supplier communications relating to payments/invoices. • Ensure responses are provided to all stakeholders in a timely manner.
Other Duties as directed	<ul style="list-style-type: none"> • Ad-hoc duties as directed