

JOB DESCRIPTION

NAME:
POSITION TITLE: Senior Finance Executive
DEPARTMENT: Finance
REPORTING TO: Team Leader
DIRECT REPORTS:
LOCATION: Colombo, Sri Lanka

POSITION PURPOSE:

The Senior Finance Executive will be responsible for completing accounting tasks to assist in managing the statutory and shareholder reporting activities of the Group. This role will work closely with the Melbourne based Reporting teams, with a focus on month end reporting requirements, and will also support the Tax Manager and Treasury Manager with related processes. Key to this role is excellent analytical skills and effective communication. The role is required to develop & maintain strong relationships with key staff based in Melbourne.

The key customers for this role are the brands that the Reporting teams provide services to, including AUS Central, North America Region, Europe Region as well as the Melbourne Finance team.

Furthermore, this role needs to maintain an element of flexibility to provide support & analysis as requested by the Regional Finance Managers and Melbourne Finance team in a continually changing business environment.

QUALIFICATIONS AND EXPERIENCE

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

OTHER SKILLS AND ATTRIBUTES

Strong communication and interpersonal skills
 High level people skills and the ability to communicate and work with internal & external stakeholders
 Highly accountable and proactive in meeting deadlines
 Self-motivated and can set own goals
 Good eye and attention to detail
 Adapt to change

Accountabilities	Benchmark measures
Perform general accounting and reporting	<ul style="list-style-type: none"> Process accounting journal entries as required Process PEAK recharges & other IC entries Maintain clear IC inboxes Process IC loan repayment & interest entries Run month end FX revaluation procedure and analyze movements Prepare balance sheet reconciliations for relevant accounts Prepare intercompany reconciliations Reallocation of FOC trip costs to relevant departments Managing tasks related to prepayments
Fixed Asset Register	<ul style="list-style-type: none"> Maintain fixed asset registers Fixed Asset adjustments/disposals as required Run depreciation monthly

	<ul style="list-style-type: none"> ▪ Prepare reconciliation of fixed asset register on a monthly basis ▪ Assist with any fixed asset/capex reporting requirements
Expense Management system (Concur)	<ul style="list-style-type: none"> ▪ Manage staff credit card expenses and reimbursements via Concur system including month-end posting. ▪ Prepare follow up reports & emails for distribution to the business ▪ Liaise & support Concur users ▪ Support processing of executive team expenses ▪ Invoicing for personal expenses and processing the relevant journals
Month End Reporting – Other Reporting	<ul style="list-style-type: none"> ▪ Support Melbourne teams with all monthly reporting requirements including: <ul style="list-style-type: none"> - Compilation of monthly & quarterly reporting - Other ad hoc reporting requirements
Management reporting support	<ul style="list-style-type: none"> ▪ Compile regional management reports ▪ Managing & running assigned month-end processes and reports
Tax Assistance	<ul style="list-style-type: none"> ▪ Assist Tax Manager with the following monthly data compilation: <ul style="list-style-type: none"> - BAS Return - IAS return ▪ Assist with preparing quarterly tax sign off documents and other month end tasks as required. ▪ Prepare month end reconciliations for tax accounts (ad-hoc)
Review processes	<ul style="list-style-type: none"> ▪ Review vendor master cards and other system reports as required.
Year End Audit Assistance	<ul style="list-style-type: none"> ▪ Assist with year-end audit requirements as directed by the Reporting Managers
Treasury Management	<ul style="list-style-type: none"> ▪ Assist with Term deposit postings and related bank reconciliations ▪ Assist with Hedge reporting
Project work	<ul style="list-style-type: none"> ▪ As directed