URBANLAND

JOB DESCRIPTION

Job Title: Financial Planning & Analyst	Report To: Assistant Manager, FP&A
Location: Raintree Building	Date: September 2020

Purpose of role:

FP&A is responsible for supporting business planning, budget planning, performance monitoring, and supports the major corporate decision of the executive management team by offering insights and financial advice that will allow them to make the best business decisions for the company.

Key Responsibilities:

- Assist in budget planning and forecasting process including with establishing timetable and developing data template and proforma's report with clear explanation to stakeholder
- Assist in coordinating with business unit heads/managers to build their annual budgets & forecasts and consolidating into one overall budget
- Prepare monthly management reports and cash flow report to Group Company
- Assist to prepare presentation pack for Finance Director review including variance analysis of business performance comparing with budget
- Prepare and analyze profitability of each business unit/activity with highlighted risk and sensitivity
- Provide timely, reliable, and relevant management information for performance monitoring
- Continually review work practices and procedures for better operational efficiency; proactively raise management attention to problems and resolutions in financial processes and controls
- Support management with special projects and workflow process improvements and internal control assessment
- Support and sharing non-finance department staff in understanding the end to end process and interface between finance and the business
- Strengthen the internal control through rigorous reviews of the management information, highlighting exceptions and unusual figures, investigating causes and identifying risk areas/weaknesses
- Build close working relationship with other business functions to provide technical advice on accounting issues
- Other tasks as assigned by line manager

Competencies:

- Strong communication skill in both Khmer & English
- Strong organizational skills
- Very strong numerical, accurate and analytical
- Very good details oriented
- Very Strong leadership, confident and presentation skill

- Very creative, self-motivated and result driven
- Work very well both independently and as a team
- Able to work under pressure
- High commitment and willing to learn
- Very helpful, punctual and patient

Qualifications and Experiences:

- University graduate with major in Accounting or Finance
- Complete or pursue ACCA is much preferred
- Knowledge related to tax
- Knowledge related to ERP software, QuickBooks, etc.
- Advanced Microsoft Excel and PowerPoint skills
- Good business understanding, able to identify key business drivers and an enquiring mind.
- Numerate, accurate and analytical
- At least 3 years of experience field in Accounting, Financial analysis and Management report, etc.