

JOB DESCRIPTION

Job title:	Finance Senior	Employment status:	Full time
Department:	Finance Department	Job Location:	Hanoi
Report to:	Commercial and Reporting Manager	Direct report from:	-

Position Purpose

To work with Commercial and Reporting Manager to provide financial models to help stakeholders/customer make better decision in business performance, investment, etc.

Accountabilities	%	Objective	Performance Measurement
<p><u>Performance Management</u></p> <ul style="list-style-type: none"> Review and consolidate weekly forecast for subsidiaries Review and consolidate rolling forecast for subsidiaries Performance management tasks: Create Sales, operation, product, etc reports to manage operating efficiencies and keep track performance for subsidiary/team/individual level Engage in data warehouse project/ Salesforce/ training for accountants <p><u>Financial management</u></p> <ul style="list-style-type: none"> Create model for investment tasks (sell, buy companies, capex investment, etc) Create hedging model for FX <p><u>Commercial analysis</u></p> <ul style="list-style-type: none"> Engage in pricing strategies, tender, product analysis 		<p>Financial information is accurate and timely.</p> <p>Provide insightful information and advice to stakeholders increase performance and efficiency</p>	<p>Accurate and timely month end reporting</p> <p>Insightful reporting of drivers of financial results</p> <p>Process improvement initiatives delivered</p> <p>Robust and up to date finance manuals</p>

Person Profile	
Competency	Description
Commercial Acumen	<ul style="list-style-type: none"> Company/product knowledge Understands key drivers
Planning and time management	<ul style="list-style-type: none"> Monitors performance against timelines
Clear analytical thinking	<ul style="list-style-type: none"> Breaks information into component parts, patterns and relationships Produces workable solutions Probes for further information on a problem
Excellent Communicator	<ul style="list-style-type: none"> Listens actively Fosters open communication



Upholds company philosophies and culture	<ul style="list-style-type: none"> ▪ Takes ownership for success/failures ▪ Belief in the philosophies
Customer focus	<ul style="list-style-type: none"> ▪ Provides outstanding service to internal customers ▪ Focus on customer needs
Skills and Capabilities	
Skills/Capabilities	Description
Problem solving and analysis	<ul style="list-style-type: none"> ▪ Develop structured approach and framework for resolving problems ▪ Able to develop alternative solutions to problems ▪ Critical thinking, analysis and review skills ▪ Able to work under pressure and complete as per deadline ▪ Able to work independently or in a team environment
Travel Industry Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of travel distribution and financial flows
Excel knowledge	<ul style="list-style-type: none"> ▪ Highly proficient
Technical skills	<ul style="list-style-type: none"> ▪ At least 3 year experience in auditing firm ▪ Good knowledge in Accounting Standards and all other tax/finance regulations. ▪ Having ACCA/CPA is a plus
Financial Management	<ul style="list-style-type: none"> ▪ Able to interpret complex financial reports ▪ Able to develop financial models ▪ Develop budgets and financial targets
Communication skills	<ul style="list-style-type: none"> ▪ Demonstrated ability to provide high level written and verbal information to key stakeholders

WHAT WE OFFER

- A competitive salary package with performance pay and annual bonus
- Health Care and Personal Accident Insurance 24/24
- Educational trips and annual company trip
- 14 days annual leave, 12 days sick leave
- Working Hours: Monday to Friday 8:30am to 5pm. Every other Saturday 8:30am to 12:00pm
- Training courses with great career development opportunities
- Social club with monthly in/out of office activities
- Annual staff party and companywide team building days
- Summer vacation within Vietnam and Asian countries
- Annual staff party

