

## Job Opportunity for Finance and Accounting Manager in Satthahip Chonburi Thailand (Job ID 3832)

Our client specializes in service and equipment provision in the oil & gas sector.

### Requirements:

- Thai national preferred
- Reports to: General Manager
- Minimum 10 years of work experience in Finance & Accounting in an oil & gas or manufacturing multi-national organization
- Bachelor's Degree in Accounting or other Financial Discipline
- CPA or CPD or other valid Accounting Certification in Thailand
- Job Cost Accounting
- Fixed Asset & Inventory Accounting
- Development of Budgets & Forecasts
- Legal, Tax & Other Statutory Compliance
- Ability to convey financial results and information to operations
- Understanding of Accounting processes in an ERP System
- TOEIC Score (min): 700

### Position Objective: (Accountabilities)

- Operate and manage all accounting and financial processes on administrative & supervisory functions necessary for the efficient running of the Company and comply with government statutory & regulatory.
- Work includes ensuring functionality of daily AR & AP processes (including training of new staff), assistance in GL reconciliation, Banking, and timely tax & statutory filing.
- Main contact for banking transactions. Prepare monthly Financial Report, financial forecast, monthly reconcile and analyze variances between monthly Actual & Forecast & Budget and presenting to Group Management.
- Coordinating compliance with external audit requirements.

### Position scope: (Authority)

- Internal control of financial functions
- Local Taxation & Tax Strategies
- Banking & External Audit Liaison
- Management of accounting staff
- Financial Risk Management
- Financial Reporting (External & Internal)
- Accounting System & Policies Improvement

### Roles and Responsibilities:

- Develop and implement accounting policies, coordination of systems and procedures, and the preparation of operating data and special reports as required, including interim and year-end financial statements.
- Maintain company's system of accounts; keeps books and records on all company transactions and assets.
- Assure protection for the assets of the business through internal control, internal auditing, and assuring proper insurance coverage.
- Meet accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Submit weekly, monthly, quarterly and year-end financials and statutory reports of accounts ensuring reporting deadlines and completeness are met.
- Confirm financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
- Work efficiently with operational peers and other non-accounting staff, both in providing and obtaining information from operations.
- Ensure invoicing and payment receiving are processed on time.
- Review of entries to determine proper period revenue recognition, accruals, pre-paid expenses, WIP, and Job cost expenses.
- Act as primary contact for information requests from auditors, banks, governments, etc.
- Prepare relevant supporting returns / schedules for tax and statutory reporting.
- Accomplish accounting human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Consolidate with Head Quarter, as well remote control of representative offices as assigned.

**Competencies:**

- Building a Successful Team
- Building Positive Working Relationship
- Building Trust
- Coaching
- Communication
- Contributing to Team Success
- Developing Others
- Leading /Living the Vision and Value
- Managing Conflict
- Strategic Decision Making

**Other Allowances & Benefits**

- Working days/hours: 08:00 – 17:00 hrs. (MON-FRI)
- Work location: Sattahip Office Chonburi Thailand
- Other allowances/benefits: Medical Insurance (staff & family members, Provident Fund, SSO) Optional
- Overtime (if any): N/A
- Bonus Scheme (if any): 13th Month Bonus in December (subjected to change), Intensive Bonus (depend on company performance)

Interested, please send full profile to [paul@omni-interconsult.com](mailto:paul@omni-interconsult.com) or visit [www.omni-interconsult.com](http://www.omni-interconsult.com)

