

POSITION DESCRIPTION

1 Finance Analyst, Finance

Corporate Unit:	Schenker Philippines Inc.
Location:	Sucacat
Reporting to:	Finance Manager
Staff Responsibility:	Individual Contributor with no direct reports

2 General Description

This position is responsible in performing various financial analyses in conformance to company's accounting systems and internal control policies

3 Specific Accountabilities

- Responsible for preparation, control and planning of Financial Forecasts and Budget activities including the preparation of Budget template for easy and immediate report generation considering various assumptions/ versions management may require
- Recommends improvements and developments in all of the financial tools, budget and reporting contents, reporting system and controlling techniques in all areas.
- To handle reconciliation of Balance Sheet and income statement account and maintenance of weekly, monthly, and yearly schedules.
- Prepares variance analyses of monthly financials and recommends proper disposition of exceptions noted on the analysis of accounts.
- To analyze major corporate projects and proposals including revenue and strategic capital and operating expenditures.
- To assist Finance Manager in report analysis and liaise with business unit heads and support groups as necessary to verify the accuracy of data
- To ensure that all recording / applications are in accordance with accounting and auditing standards.
- To review and assist on taxation reports based on the latest government rulings.
- To gather, coordinate and analyze monthly and yearly reports coming from Financial Analysts of different Business Units.
- To record and check the accuracy of payroll summary submitted by Human Resource and maintain confidentiality of information stated in the report.
- To prepare and submit accurate and timely reports required by Local and Regional Management.
- To complete other ad hoc reports and financial analyses as requested by Local and Regional offices.

- To coordinate and submit reports for Internal and External Auditors.
- To maintain accuracy of local and regional report templates used for monthly reporting.
- To assists users of SAP and suggests accurate information that will benefit both users and the management.
- To perform an intermediate level of duties and accountability in providing financial information to the management.
- To properly file, update, safe keep all pertinent documents and records of the company.

4 Skills Required

- Knowledge of Technical Systems (i.e.Procars, TANGO, SAP, Oracle, Business Objects, etc.)
- Possesses good analytical skills.
- Adept in Law and Government Policies (BIR Ruling and taxes),
- Proficiency in MS Office Applications especially MS Excel.
- Prior experience in all aspects of Logistics and Freight Forwarding is an advantage

5 Experience and Qualifications

- Candidate must possess at least a Bachelor's/College Degree in Accounting,
- Preferably 3Yrs & Up Experienced Employee specializing in Finance - General Accounting, Auditing and Financial Planning, Forecasting and Budgeting, Management Accounting and Reporting and Financial Controls.