

**POSITION:** FINANCIAL CONTROLLER  
**REPORTING TO:** CHIEF FINANCIAL OFFICER  
CHIEF EXECUTIVE OFFICER/CHIEF OPERATING OFFICER (Dotted line)  
**STAFF REPORTING:** ACCOUNTING ASSOCIATE

### **DUTIES & RESPONSIBILITIES**

To oversee the Finance and Accounting Department and ensure a smooth operation as it relates to the processing of invoices, maintenance of the general ledger, processing of payrolls, preparation of various statutory tax returns and preparation of various financial reports. In accordance with company policies, through effective and relevant information technology, and in the most cost-efficient manner.

### **FINANCIAL REPORTING**

- 1) Ensure the timely preparation of monthly management accounts due on the 5<sup>th</sup> working day after month end, variance report due on the 6<sup>th</sup> working day after month end, quarterly and annual financial statements and for the preparing of various other ad hoc financial reports (e.g. Board reports).
- 2) Responsible for ensuring the accuracy of the financial reports noted above and for ensuring that all related reconciliations and supporting schedules are prepared on a timely basis (to specifically include accurate reporting at the cost item level).
- 3) Liaising with the auditors and various other stakeholders in relation to the company's financial reporting requirements (includes providing assistance for IFRS reporting).
- 4) Providing strategic guidance on accounting policies and procedures and ensuring compliance with local accounting standards.
- 5) Ensure timely preparation of all schedules to allow for a smooth and efficient audit exercise when required and at least annually.

### **TAX COMPLIANCE**

- 1) Provide guidance on strategic tax planning initiatives.
- 2) Ensure that GCT and statutory deductions are filed/paid on a timely basis.
- 3) Ensure that the annual employee declaration of taxes deducted (P24) is prepared and submitted on a timely basis.
- 4) Ensure compliance with all relevant local tax laws e.g. GCT and Income Tax (re: employee and corporate taxes) including liaising with the relevant tax authorities and tax consultants.
- 5) Prepare quarterly corporate and deferred tax computations.

### **TREASURY MANAGEMENT**

- 1) Ensure weekly/monthly preparation of cash flow forecast to manage liquidity requirements.
- 2) Monitor open market activities in the financial capital markets and ensure that excess funds and client funds are invested wisely and safely and in a timely manner to maximize interest income whilst preserving capital value and maintaining adequate liquidity.
- 3) Ensure timely preparation of bank reconciliations' for all bank and investment accounts
- 4) Ensure proper recording and safe guarding of all securities and related company documents for investments and treasury activities.

### **PAYROLL**

- 1) Ensuring timely completion of the monthly/fortnightly payrolls to facilitate accurate payment to employees (including administration of payroll impress accounts where applicable) in an efficient manner.
- 2) Ensure that the appropriate taxes are deducted and remitted in a timely manner, including assessment of taxes on all benefits in kind.
- 3) Ensure timely reconciliation of all payroll-related accounts and timely posting of all relevant entries to the GL.
- 4) Ensure timely re-imburement of employee expense claims.

### **ACCOUNTS PAYABLES**

- 1) Processing duly approved invoices in the accounting system (Quickbooks) in a timely manner and ensuring timely payments of such invoices as per contractual credit terms and timelines.
- 2) Ensuring payments are made in general against valid purchase orders and requisitions
- 3) Ensuring deduction of relevant taxes and charges as appropriate.
- 4) Ensuring that all major client and customer accounts are reconciled on a regular basis.

### **OTHER DUTIES AND RESPONSIBILITIES**

- 1) To create and maintain systems and procedures for internal operations when necessary in conjunction with parent company
- 2) Play a key role in the strategic planning process and coordinate the preparation of the budget and financial forecasts
- 3) Appraise the performance of all accounting staff

- 4) Maintain the Quick Books Accounting systems and ensure quality control over financial transactions and financial reporting
- 5) Manage all accounting operations including Billing, Accounts Receivables, Accounts Payables, Bank Reconciliations, Expenses Analysis and General Accounting and Revenue Recognition
- 6) Safeguard the assets of the company and detect and prevent fraud in the operations
- 7) Additional duties that are assigned by the CEO

### **QUALIFICATION AND EXPERIENCE REQUIRED**

- Degree in Accounting and/or ACCA/CPA or ACCA Level 3
- 5+ years of overall combined accounting and finance experience
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Expert knowledge of Quick Books and Microsoft Excel

### **KEY QUALITIES**

- High level of trust and confidentiality
- Strong written and oral communications and organizational skills
- Ability to work under pressure and within tight deadlines
- Excellent strategic management and proactive thinking

Deadline : **22 April 2023**

Email resumes to: **hr@mfscapltd.com**

**Please be advised that only shortlisted candidates will be contacted.**