

JOB DESCRIPTION

Designation

Finance Manager – Singapore

About the company

Spade Consulting is global corporate finance and strategic advisory firm headquartered in Singapore working on strategic planning, corporate strategy, growth strategy, market research, financial restructuring, investor relations and valuations. The focus of the firm is to help clients grow their business by solving their core business issues powered by insights derived from a fact-based, structured problem solving approach.

The mission of the company is to bring out the best for each business, through a flexible and personalized client experience. The value proposition is that it helps clients implement the recommended strategic course.

Job Purpose:

The incumbent is primarily responsible for executing accounting, reporting and planning related activities including preparing accounting reports for payables and receivables, financial analysis reports, assisting in coordinating and preparing business plans, managing tax and audit functions.

Key Responsibilities:

- To implement & execute the accounting and reporting process as per the financial management and accounting policies by:
 - i. Ensuring smooth flow of the accounting process
 - ii. Reviewing daily cash projections
 - iii. Reporting of outstanding balances
 - iv. Monitoring/ Accounting of Payments and receivables
 - v. Development of internal controls, checks and balances
 - vi. Escalation and timely resolution of process deficiencies
- To conduct financial analysis by:
 - i. Engaging in benchmarking studies to establish areas of potential operational improvement
 - ii. Interpreting the company's financial results to management and recommend improvement activities
 - iii. Reviewing company bottlenecks and recommend changes to improve the overall level of company throughput
 - iv. Compiling key business metrics and report on them to management

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- v. Managing the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- vi. Creating additional analyses and reports as requested by management
- To contribute to Annual Business Plan and Financial Analysis by:
 - i. Co-ordinating preparation of the Annual Business Plan
 - ii. Prepare profitability forecasts and perform sensitivity analysis
 - iii. Preparing Variance analysis and reporting
 - iv. Monthly consolidated management accounts
 - v. Analysing and reporting fleet costs
 - vi. Preparing presentations for monthly performance review
 - vii. Preparation of reports for senior management
 - viii. Preparation of corporate financial proposals and reports for the board
- To ensure compliance to relevant statutory regulations by:
 - i. Monitoring of statutory & regulatory compliances
 - ii. Root cause analysis, documentation & reporting of every non-compliance
 - iii. Co-ordination of all sub activities for audit execution
 - iv. Resolution and timely escalation of audit issues
- To ensure optimum funds management by:
 - i. Forecasting cash flow positions, related borrowing needs, and available funds for investment
 - ii. Ensuring that sufficient funds are available to meet ongoing operational and capital investment requirements
 - iii. Using hedging to mitigate financial risks related to the interest rates on the company's borrowings, as well as on its foreign exchange positions
 - iv. Maintaining banking relationships
 - v. Assist in financial evaluation and documentation for financing arrangements
 - vi. Recommending short term deposits to optimize surplus funds
- To contribute towards the development of corporate governance framework by:
 - i. Development of risk management framework
 - ii. Co-ordinating the identification of key risks from risk owners
 - iii. Preparation of individual risk register including mitigation plans
- To complete any other duties allocated by the management

Education/Professional qualifications:

Experience:

- Minimum 7 years of experience
- Prior experience in working in Corporate Finance portfolio
- Leading a dedicated team of finance and accounts professionals.
- Project accounting knowledge
- In-depth knowledge of corporate accounting and taxation
- Preparation and analysis of financial statements – P&L, Balance Sheets



- Proficiency in cost accounting, cost budgeting and control
- Good knowledge of financial reporting and analysis
- Insights in terms of cash flow and funds
- Insights into business plan preparation

Education / Qualifications

- CA / CPA / ACCA / CFA / MBA (Finance)
- Good English, organizational and communication skills

The Requisites:

- Quality, Timeliness and responsiveness is the major quality needed.
- Learning attitude and aptitude with excel in number skills.
- Demonstrates an intellectual and professional leadership style that supports that attainment of respect and credibility by others.
- Independent and resourceful. Able to work under pressure to meet deadlines.
- Organizational and communication skills.
- Ability to establish and maintain positive working relationships.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- Has a personal commitment to organizational excellence; displays honesty, integrity and a strong sense of ethics in all decision and actions.
- Is resilient; remains calm and thoughtful under conditions of stress.

Remuneration will be commensurate with qualifications and working experience.

Qualified and interested candidates should email their resume to info@spadeconsult.com.