

POSITION DESCRIPTION

POSITION TITLE	Head Accountant - DPI
POSITION LOCATED AT	Subic Bay - Philippines
REPORTING TO	President and dotted line to the GM of Finance Department
DIRECT REPORTS	NA
EMPLOYMENT CLASSIFICATION	Full time
POSITION OVERVIEW	Responsible for the financial health of the company. Producing accurate financial reports and developing strategies based on financial research. Guiding senior executives in making sound business decisions in the long and short term.

SPECIFIC OBJECTIVES

1. Production of a timely and accurate Monthly Financial Reporting Package
2. Management and Reporting of cashflow
3. Management and control of company assets including Stock, Plant and Equipment and Debtors
4. Management and development of the Finance Team
5. Risk Management and Strategic Planning
6. Project Management and Process review and Improvement

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Review financial data and prepare monthly reports	Produce accurate Monthly Financial Package including P&L's, Balance Sheet and Cash flow forecast with full variance analysis within 10 working Days including full Balance Sheet reconciliations.
Management of manufacturing module within the accounting system	
Management of stock controls and yearly stock take counts with full commentary	

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Management of Accounts Receivables and Payables function	
Preparation of Annual Accounts for auditors. Also, to work with auditors to produce audited accounts	Audited accounts to be produced by end of Calendar each year
Work with Line Managers to develop understanding of the financials and add to improved decision making across the business	
Drive the development and implementation of improvements to finance department processes and procedures	
Develop and monitor adherence to internal controls as part of a Risk Management strategy	
Management of FOREX transactions	
Provide leadership, development and coaching to Finance Team. Actively engaging and supporting the development of your team to ensure improved performance.	Management Performance and Feedback
Develop a culture where training and development are part of the team, identifying actions and working with contact persons to ensure the skills and knowledge are developed effectively.	Finance Team Development
Building and maintaining effective internal and external stakeholder relationships.	Customer Feedback Surveys
Embed a performance culture, framework and review processes to achieve service levels and improvements against set targets.	Service Level Achievements against set targets
Identifying and instilling best practice, processes and systems and drive continuous improvement environment.	Root Cause Analysis
Maintain open and honest channels of communication at all levels across the business to facilitate best in class sharing.	
Ensures service targets, SLA's and KPI's are continually reviewed and expectations are met with optimum levels of quality & service delivery.	SLA and KPI reporting
Any other duties, consistent with the role, or duties required from time to time by the President or other department managers.	
Demonstrate a high level of professional and personal standards	

Dunbrae Subic Incorporation

 No. 7 Argonaut Highway Corner Efficiency Avenue, Subic Bay
 Gateway Park, Phase 1, Subic Bay Freeport Zone 2222 Philippines

Tel : +63 47 250 2895 | **Fax** : +63 47 250 2761

Email : inquiries@dunbraesubic.ph
Web : www.dunbraesubic.ph

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
and conduct.	
Observe OH&S and company policies.	Pro-actively ensure up to date knowledge of and compliance with OH&S policies and procedures and participate in their further development by identifying risks and escalating them appropriately. Observe company policies

COMMUNICATION (regularly communicates with)
President, Export/Import Manager, General Office/Accounting staff, Warehouse Team, Production Manager, Financial Controller

SKILLS AND EXPERIENCE	DESIRABLE	ESSENTIAL
EDUCATION		
Bachelor's Degree - Majoring in Accounting; CA or CPA is an advantage		✓
Graduate Studies	✓	
WORK EXPERIENCE		
Minimum 4 years' experience in similar role		✓
Experience with dealing with the local Subic Bay Metropolitan Authority	✓	
TECHNICAL KNOWLEDGE		
Proficiency in MS Office.		✓
LANGUAGE SKILLS		
Strong written and verbal communication skills		✓

SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES
Hardworking, energetic individual, Detail oriented, Problem Solver, Superior Customer Service skills, Think outside the box, Ability to multi-task and make good decisions, Ability to manage and motivate a team, Ability to work under pressure and balance the competing demands of several managers, Proactive approach, Excellent level of integrity, Trustworthy and target-oriented, Ability to work

autonomously

JOB SPECIFICATION ACCEPTANCE

EXPLAINED BY:		
Supervisor / Manager Name	Signature	Date
ACCEPTED BY:		
Employee Name	Signature	Date