

**Job Family:** Finance and Accounting

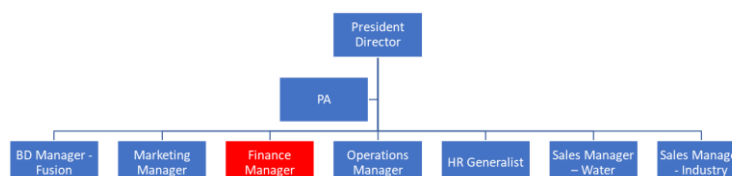
**Job Cluster:** Finance

**Job Role:** Finance Manager

**Grade:**

**Date :** 30-04-2021

## Organizational Placement:



## Purpose of Job:

- Business in all its aspects must be carried out by respecting the AVK Fusion Indonesia work ethic. You need to ensure that our partners respect the Code of Conduct principles.
- Direct finance and accounting functions including general accounting, cost accounting, financial planning and analysis, payroll, A/P, and AR dispute administration

## Key Activities:

- Establish and monitor the General & Financial Accounting services which includes verification activities for payment and billing process, and authorize the checks for payment so that all financial transactions are accurately and promptly paid in accordance with company's procedures.
- Plan and forecast company's business activities and financial position in area of revenue, expenses and earnings based on past, present and expected operations with main input from functions and operations to ensure forecasts & assumptions are reasonable, consistent with the business activity and accurate.
- Monitor and review financial audit process performed by external audit as a management representative to ensure that audit process are adequate and well performed.
- Oversees the preparation of financial reporting, consolidations, planning and analysis activities and is accountable for timely preparation of meaningful financial and managerial financial reports and analysis that accurately reflect the financial position of reporting entities. Includes variance analysis, margin forecasting, restructuring initiatives and productivity improvement goals
- Monitor and maintain company's business process, employee relation and both internal and external Industrial Relation in order to promote harmonious relationship and overall satisfaction in internal and external environment.
- Determine the financial information requirements for board presentation and country management team
- Analyze financial data, leads cost down initiatives and make recommendations concerning business operations and resource allocation to improve financial performance and support operational excellence
- Ensure compliance of all internal and external reporting are in line with Area / Corporate and local legal requirements.
- Assess current talent and determine staffing levels and strategic plans for talent development and succession planning
- Provides leadership and motivation by establishing clear objectives, communicating specific performance feedback, and giving timely and thorough performance

- reviews
- Drive continuous improvement in terms of cost of finance as well as performance level. Meet yearly budget/forecast goals in quantitative measures
- Build strong accounting support team
- Profitability of the Indonesia business
- Purchase Request approval ≤ USD ....
- Dual authorization bank payment with PresDir between ..... USD
- Approve report and regulations

**Critical knowledge  
and experience:**

- Min. 5 years previous experiences in similar fields.
- Understand the key drivers of the business
- Strong management skills including the ability to perform change management
- Ability to manage a team and become mentor for the team member
- Supervisory and Managerial Skill
- Communication skill
- Leadership skill, Interpersonal skill

**Collaboration  
Partner:**

Sales, Customer Care, SCM, HR, Dealers

**Preferred Education:**

Min. Bachelor degree, preferably in Finance

**Competencies and  
Behavior Skills:**

- 1.1. Deciding & Initiating Action
- 1.2. Leading & Supervising
- 2.2. Working with people
- 2.2. Adhering to Principles and Values
- 3.3. Presenting and Communicating Information
- 4.2. Applying Expertise and Technology
- 4.3. Analysing
- 6.1. Planning and Organizing
- 6.3. Following Instruction and Procedures
- 7.1. Adapting and Responding to Change
- 7.2. Coping with Pressures and Setbacks
- 8.1. Achieving Personal Work Goals and Objectives