

Position Title: Accountant	Job Group: L1	Location: Yangon, Myanmar
Reporting to: Head of Accounting	Division: Financial Services	Unit: MFS

Position Purpose

The purpose of this position is to 1) ensure accurate invoice processing, payments and accounting in ERP 2) Maintain General Ledger in ERP and integrity of financial report on timely basis

Education & Professional Qualification

Degree/Major: Bachelors/Masters in Accounting or Commerce
Certification: Accountant

Experience

3-5 years of relevant experiences working in accounting and finance department, tax related matters
 Working and operational knowledge of ERP (Preferably Oracle E-Business Suite)

KEY Responsibilities

Accurate and timely processing vendor and employee invoices and payments in ERP, Bank reconciliation, preparing monthly closing activities and timely tax compliance and assist in finance operation. Ensure checks and balances are in accordance to the guided policy and procedure. Maintain general Ledger and accounting records with provision of accurate, timely and relevant financial result.

KPI:

- Timely processing of vendor invoices and payments
- Timely completion of bank and vendor reconciliation
- Ensure accurate and timely tax compliance
- Perform general ledger and subledger reconciliation
- Monthly closing of subledger accounts
- Preparation of balance sheet schedules
- Interaction with cross functional teams
- Provide necessary support for internal and statutory audit
- Maintain General Ledger and Integrity of financial report
- Accuracy of Account Payable, Account Receivable, Employee expenses, Sourcing, Fixed Assets and Cash Management.
- Coordinate of month end processes, engagement with stakeholders to provide key inputs to ensure timely financial closing.
- Provide insight from financial transaction to support trend analysis
- Assist finance manager to deliver monthly financial reporting and submissions to internal and external stakeholders.
- Tax return submission and provide provision of service to tax authority when require.

- Adherence to accounting standards and practices of Myanmar and group accounting standards.
- Provide support to external auditor
- Administration service to internal stakeholders.

Leadership

Self-motivated with positive attitude and ready to work in an open culture and lead the team by example. Develop a culture of knowledge sharing, learning, sharing ideas and feedback to contribute to the development of unit. Coordinate with cross-functional team to develop business process requirements. Ready to accept new challenges and flexible in accepting new responsibilities.

Functional Skills/ Knowledge Areas

- Exceptional planning, organization, verbal/written communication skills and ability to work well under deadlines.
- Experience in accounts payable and general ledger.
- Working and operational knowledge of ERP (Preferably Oracle E-Business Suite)
- Operational Knowledge of tax laws in Myanmar
- Experience in preparing tax return submission to tax authority.
- Experience in dealing with various stakeholders to provide timely inputs to financial reporting. Confidence and ability to propose and defend opinions and perspectives in order to influence and achieve financial objectives.
- Ability to prioritize in a rapidly changing environment. Must be flexible, a team player, enjoy working in teams.
- In-depth knowledge of spreadsheet and advance excel.