

### **Job Description**

<b>Department</b>	Finance
<b>Corporate Title</b>	Contract Manager (4 months)
<b>Reporting line</b>	Assistant Vice President

#### **Job Duties:**

- Compiling management reporting and analysis report for internal management and the group company
- Handle monthly profit and loss estimate and variance analysis
- Oversee the daily payment transaction processing and ensuring all payments are complying with Expenses Policy
- Responsible for quarterly and annual government survey
- Handle cash flow and liquidity management of the working capital
- Perform bank reconciliations of payment accounts and premium collection accounts.
- Check the completeness of accounting entries posted from Admin system to Ledger system in every month end cycle.
- Prepare the accounting entries for Admin system / Ledger system improvement and New Product launch discussions.
- Ensure compliance with accounting policies and regulatory requirements
- Perform ad hoc duties as assigned

#### **Qualifications & Requirements:**

- Tertiary graduates with accounting discipline preferred.
- Minimum 10 years working experience in the field of financial services sector, ideally with a multinational insurer.
- Good PC skill in Microsoft Office, mainly excel and words.
- Sound knowledge in ledger accounting system is preferable.
- Detail minded, organized and willing to learn