

Job Title:	Finance Executive - Philippines
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Department/ Business Unit:	Finance	Reports to:	Financial Accountant / Finance Manager
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Job Purpose

- To maintain the financial operations of the Device Philippines Business;

Reporting/Working Relationships

- This job will report to the Financial Accountant and Finance Manager NZ & Asia based in NZ;
- This role works closely alongside and supporting the Asia finance team

Key Responsibilities

- Accounts Payable:
 - Processing of local supplier invoices.
 - Processing of foreign supplier stock invoices.
 - Processing of staff expenses, whether Credit Card or cash reimbursement.
 - Coordinating local/foreign currency payments.
 - Month end supplier reconciliations.
 - Interact with suppliers both local and foreign.
- Accounts Receivable:
 - Processing and reconciling of all daily cash receipts and banking cheques received in the mail.
 - Credit collection. Ensure all customers are paying within terms and follow up on any late payments early and proactively.
 - Preparation of month-end statements.
- Financial Accounting:
 - Entry of journals
 - Month end reporting including trial balance reviews and preparing of reporting documents for region.
 - Assisting TMF with the completion of all required tax returns
 - Maintenance of the asset register including purchases from vendors and stock.
 - Maintain customer and vendor records.
 - Support tenders with bonds/guarantees
 - Annual Financial Reporting – including Audit & Tax

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- Any other duties as assigned

Quality and Safety Requirements and Responsibilities

- Comply with Quality System requirements.
- Take reasonable care of your own health and safety and do not negatively affect the health and safety of others. Comply with any instructions and follow any policy, procedure or work instruction relating to health and safety at the workplace that has been notified to you.
- To ensure compliance with applicable legislation, customer requirements and given the exposure risk to the business, it is a requirement of this role that you maintain any appropriate vaccinations and background checks as appropriate.
- Conduct all activities and duties as part of this role in full accordance with company policies, procedures, and values.

Selection Criteria

Essential

- Understanding of Device Technologies policies and procedures including any vaccination and background checks in line with your role and responsibilities.
- Completed a tertiary qualification in Accounting or Finance.
- Preferably with 3 - 5 years' relevant experience
- Have good verbal and written communication along with strong numeracy skills.
- Self-starter with positive attitude
- An eye for detail and the ability to process information.
- Take pride in their work with a high level of accuracy under pressure.

Desirable

- Be competent with computers and SAP.