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## Management Accountant

### **Job Responsibilities:**

- Participate in budget management for certain countries in AP including planning, preparation and consolidation of the budget data for submission to the head office
- Produce monthly P&L report and to provide support on planning, forecast and review on performance through financial data and analysis
- Maintain communication with the countries in AP, providing them with relevant management reports information and variance analysis
- Support the business financial analysis requirements through the preparation of reports and analysis
- Participate in decision-making by providing country and AP management with timely and accurate accounts, cost and budgetary information and analysis
- Bring exceptional and irregular issues to the attention of Manager ensuring compliance of company policies and integrity of individuals
- Coordinate and liaise with other offices in the region and the head office for various financial issues ensuring the quality of accounting information.
- Attend country monthly call and management meetings and prepare and circulate minutes
- Produce monthly and quarterly management financial reports to regional and head offices and to provide support on planning and forecast.
- Account for technical reserves according to Group requirements and policies.
- Involve in credit control to ensure outstanding balances with frontiers are settled in a timely manner.
- Perform internal control and reconciliation procedures to ensure compliance of Group requirements.
- Participate in annual budget by preparing and consolidating budget data in reporting packages for submission to the regional and head offices.
- Coordinate and liaise with other offices in the region and the head office for various financial issues.
- Coordinate and liaise with external parties including accounting services providers, auditors and tax advisers.
- Other ad-hoc projects or tasks to be assigned by manager

### **Job Requirements:**

- University graduate majoring in Accounting or Finance related disciplines
- Recognized accounting qualifications, i.e. CPA or ACCA
- 3+ years relevant working experience
- Experience gained in Big4 and/or a MNC environment is a plus
- Knowledge of general insurance accounting is highly preferable
- Manage Information systems to support financial reports
- Proficiency in computer management tools: spreadsheets, databases, ERP
- Full familiarity with Microsoft Office applications
- Advanced functions in Excel (LOOKUP; Conditions )/ powerpoint

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We offer 5-day working week, medical benefits, attractive remuneration package and excellent career path to the right candidate. Interested parties please send detailed resume stating current and expected salary, and available date to [hr.hk@coface.com](mailto:hr.hk@coface.com).

***Personal data collected will be used for recruitment purpose only.***