

Assistant Director of Finance | AYANA BALI

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Company: AYANA Hospitality

Location: Indonesia

Category: other-general

We are looking for highly motivated Assistant Director of Finance who will assist Director of Finance (DOF) for the efficient running of the Finance Department through planning, organizing, directing and controlling in line with Hotel's policies and standards whilst meeting employee, guests and owners expectations.

We offer an exciting career opportunity for an individual with the following details:

Responsibilities

Assist the DOF in maintaining a high standard of implementation of standard operating procedures and policy across the divisions.

Provide leadership and guidance in the absence of DOF.

Review, analyze and scrutinize monthly financial reports (Profit and Loss, Balance Sheet, Cash Flow Statement) to ensure accuracy and completeness.

Conduct and lead periodic audits across divisions based on the approved audit standard to ensure compliance and internal controls are in place.

Assist and review monthly closing process.

Review monthly Account Receivable (AR) and Account Payable (AP) aging report and follow up on outstanding issues.

Assist the DOF in the preparation of the yearly budget and monthly forecast.

Provide leadership and guidance in the absence of the DOF.

Authorize tax and supplier payments and ensure compliance.

Provide support during an ad-hoc task and/or audit-related.

Review and conduct monthly balance sheet reconciliation.

Assist the DOF in managing costs, preparation of yearly budget and monthly forecast.

Coordinate tasks and work with other departments.

Assist and review the monthly closing process.

Review, create and update SOP as required

Conduct trainings as necessary.

Perform other duties that are assigned as necessary.

Requirements

Bachelor's degree in Accounting from a reputable university

3 years of experience in the same position. A hotel or audit background is an advantage and experience working in a 5-star luxury resort is a plus.

Hands-on Knowledge of Tax Accounting (PPN, PPH 21, PPH 23, etc.).

Working knowledge of SAP, OPERA PMS, and Symphony POS systems.

Strong leadership, good communication skills, and result-oriented.

Proven track in strong Accounting operational and analytical skills.

Good command of English in both verbal and written.

Ability to work in a fast-paced environment.

Proficiency in advanced Excel is a must.

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