

Finance Manager JD

Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Prepare financial statements on time
- Handle monthly and annual closings
- Responsible for GST compilation and reporting
- Reconcile accounts payable and receivable
- Ensure timely payments
- Compute taxes and prepare tax returns
- Prepare and manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Compile and prepare investor reports
- Comply with financial policies and regulations

Requirements

- At least 3 years of experience as a Senior Accountant
- Degree in Accountancy or equivalent
- Excellent knowledge of accounting regulations and procedures
- Hands-on experience with accounting software like Xero
- Advanced MS Excel skills
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- Additional certification (CPA) is a plus