

## Finance and Administration Officer

Job ID: A002

### Job Description

Responsible for effective financial accounting, taxation consultancy, compliance assurance and business administration support to meet company's objectives of profitability, customer success and stakeholder experience.

#### Roles and Responsibilities:

- **Financial Management:**
  - In consultation with the Directors, implement effective financial accounting and management reporting systems
  - Oversee the day to day finance operations to ensure accurate and up to date maintenance of the financial records
  - Assist the Directors in developing fruitful investor relations
- **Taxation Consultancy:**
  - Provide taxation consultancy to the Directors and Practice Managers as needed
  - Contribute to the billable consulting assignments for external customers
  - Keep abreast of the latest developments in the field and be ready to learn new things
- **Compliance Assurance:**
  - Coordinate the annual audit activities
  - Ensure compliance with the applicable accounting standards and regulatory requirements
  - Contribute to the billable IT Audit engagements for external customers
- **Business Administration Support:**
  - Proactively communicate with variety of internal and external stakeholders on the financial matters
  - Provide financial and legal due diligence on budgeting, resourcing, procurement and contracting activities
  - Contribute to the development of effective human resource and office administration systems

#### Desirable Qualification:

- Professionally qualified Chartered Account/ Management Accountant
- Strong knowledge of emerging accounting concepts and practices
- Trustworthy financial advisor, effective communicator and technology savvy

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