

Position Title	Director of Finance		
Function	Minor Education	Department	Finance
Location	Bangkok Office – Riverside Plaza	Last Update	11 July 2019
Reports To	Chief Operating Officer – Minor Education	Job Level	Division Head - DI

Position Purpose

The position purpose comprises the key objectives for the position, and functions that this position is responsible for on a day to day basis.

The Director of Finance is responsible for ensuring that all the financial affairs of the business are conducted to the highest standards of honesty and integrity. Ensure a constant awareness of the division's financial position, monitoring risks, and acting to prevent problems. Thinking strategically how to most effectively grow to meet targets. Responsible for general ledger preparation, cost accounting, asset accounting, CAPEX management, financial reporting, yearend audit preparation, budgeting and forecasting activities, analyzing data to support management and managing the team to work properly, timely and accurately.

Key Accountabilities

Key accountabilities represent all the expected key outputs of the position or the end results not duties or activities.

The position will:

- Lead the financial input into the formulation and implementation of the Strategic Plan and Budget, and any other key strategic planning exercises.
- Maximise cash flow performance of the business.
- Establish adequate internal controls and procedures for all revenues and expenses and safeguard all assets.
- Dealing honestly and fairly with clients, customers, suppliers and financial partners. The long-term success of the Company depends upon establishing mutually beneficial relationships.
- Manage timely month-end and year-end close
- Maintaining and reporting accurate and timely financial and operating information and provide analysis interpretations and projections. (follow the guidelines established in the finance manual)
- Obtaining appropriate legal counsel regarding the business practices and maintaining an awareness of local laws, rules and regulations.
- Providing safekeeping, including proper storage and access for all contracts, leases and other financial records.
- Maintaining his/her own professional competence and that of all finance team members.

Person Specification

Key qualifications and experience required.

- Master Degree in Accounting and Financial Management
- At least 5 years of experience in accounting and finance
- Solid knowledge of spoken and written English; strong communication and presentation skills
- Ability to make decisions and present your point of view.
- Be self-motivated, a strong team player and able to work under pressure in an entrepreneurial, startup.
- In-depth strategic and analytical skills.
- Experience in hospitality and/or education industry would be advantageous

- Understand regulatory of Education business in Thailand
- Liaison among business leaders to achieve Minor Education business objectives
- Support in preparing & review contracts, applications and agreements in compliance with local regulations
- Establish business platform to achieve desirable business model

Additional Personal Attributes

Additional personal attributes including; skills, qualities or behaviors.

- Collaboration
 - They have the ability to plan and prioritise work in order to achieve targets and deadlines
 - They can effectively support and supervise other members of the department to achieve business results
 - They have a proven ability to negotiate to achieve a desired outcome
 - They have a proven ability to communicate effectively and professionally using written and spoken English
 - They are highly financially literate, and proficient in business financials
- Working with Others:
 - They always try to anticipate and exceed the needs of customers and colleagues
 - They use their own initiative and good judgement to solve problems in a calm and efficient way
 - They enjoy working with others to achieve common goals. They volunteer as required to ensure the success of the team
 - They act with personal professionalism and integrity at all times
- Taking Responsibility:
 - They always conduct business honestly and fairly. They keep sensitive information confidential
 - They can prioritise their workload effectively and be organised and structured at work
 - They manage their time and pay attention to detail. They know their jobs, and are able to work without close supervision
 - They display a positive attitude, even under pressure. They personally check their work to ensure its accuracy
- Delivering Results:
 - They are committed to meeting and exceeding all performance standards
 - They constantly look to develop their own professional skills and abilities
 - They perform job tasks in line with established policies and procedures
 - They always try to provide a top-quality experience to all our guests.
- Exceptional problem solver
- Resilient – Rebounds from setbacks when faced with difficult situations or new challenges
- Resourceful
- Analytical mind with strategic ability

Key Internal Relationships

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Direct Reports

- Nil

Key External Relationships

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Indirect Reports

- Nil

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Approvals	
Team Member Name:	Signature: Date:
Supervisor Name:	Signature: Date:
HR Representative:	Signature: Date: