

**Job Title : Clerk, Management Accounting**

**OVERALL PURPOSE:**

- ◆ As a Finance and Accounts Coordinator, you will play a crucial role in ensuring the accuracy and efficiency of financial processes for both Head Office and Branches. Your responsibilities will include processing daily expenses, verifying invoices, providing support to branches, managing daily cash flow, reconciling outstanding balances, preparing reports, and facilitating communication with auditors.

**RESPONSIBILITIES:**

**1. Expense Processing:**

- ◆ Handle the processing of hard copies of daily expenses for both Head Office and Branches
- ◆ Conduct thorough checks on invoices to identify and rectify any instances of double payments submitted by branches.

**2. Invoice Management:**

- ◆ Review invoices, Operational Expenditure Request Form (OE), claim forms, and invoice covers submitted by branches to ensure accuracy and completeness.
- ◆ Follow up with branches to rectify any discrepancies or incorrect payments

**3. Cash flow Management:**

- ◆ Monitor daily cash flow activities, including Unidentified Outstanding Fund (UOF), daily loans, and deposits.
- ◆ Perform regular check on outstanding balances in payment suspense and other sundry assets, resolving any discrepancies promptly.

**4. Reporting:**

- ◆ Prepare and maintain the Daily Report for Executive Management, ensuring timely and accurate reporting of financial activities.
- ◆ Extract necessary reports from the Business Intelligence (BI) System to support decision-making processes

**5. Record-keeping:**

- ◆ Maintain meticulous records by accurately recording all transactions in the Invoice Receiving Book
- ◆ Manage supplier acknowledgement of receipt of payments, ensuring proper documentation



## **6. Financial System Management**

- ◆ Post journal entries and fixed assets to the FCUB System with precision and attention to detail

## **7. Auditor Coordination**

- ◆ Assist and coordinate with both External and Internal Auditors, providing necessary support and documentation
- ◆ Undertaking any additional tasks or projects assigned by the Head of Department (HOD) to support the finance and accounts function

## **REQUIREMENTS**

- ◆ Bachelor's degree in Accounting, Finance, or related field
- ◆ Proven experience in finance and accounts coordination or similar roles
- ◆ Proficiency in financial software and systems, with experience in FCUB System preferred
- ◆ Strong attention to detail and analytical skills
- ◆ Excellent communication and interpersonal abilities
- ◆ Ability to work efficiency both independently and as part of a team
- ◆ Adaptability and willingness to take on new challenges in a dynamic work environment

Contact Info:

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