



Financial and Production Planning Assistant

Purpose

1. Provides budget and forecast support thru collating and summarizing data for use of Business Controller in forecast, budget and strategic plans
2. Creation of various value-adding analytical reports to help the business in key decision making
3. Ensure accurate production plans coordinated with supply chain

Main Responsibilities

1. Assist business controller in financial forecasting, reporting, and operational metrics tracking
2. Analyze financial data and create financial models for decision support
3. Consolidates production plans and ensure checks reasonableness of availability numbers provided by Supply Chain team
4. Analyze and monitor KPI trends, identify cause of unexpected variances
5. Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements
6. Work closely with the accounting team to ensure accurate financial reporting
7. Guide cost analysis process by establishing and enforcing policies and procedures
8. Ad hoc business performance reporting
9. Implement business intelligence tools and dashboard reports
10. Support management team with data-driven analysis (OPEX reporting, budget monitoring)

Key Measures

Performance will be measured against the following parameters:

- Accurate and prompt financial analysis, information and recommendations
- Structured and standardized reporting and review processes



Financial and Production Planning Assistant

The Candidate

- Bachelor's Degree in Accounting or Finance
- Minimum 5 years of Financial Planning & Analysis and/or equivalent experience working directly within Operating/Sales Business unit (budget, forecast and strategic plans)
- Advanced Microsoft Excel and PowerPoint skills
- Experience using Reporting/Forecasting and Business Intelligence tool packages such as Cognos or Power BI
- Embraces the role of business partner; has the ability to gain a thorough understanding of the supported business and his/her role within the company.
- Naturally inquisitive; Ability to interpret, condense and frame large quantities of data into meaningful and understandable summaries
- Highest standards of accuracy and precision; highly organized.
- Articulate with above average verbal and written communication skills
- Ability to think creatively, highly-driven and self-motivated
- Demonstrated ability to roll-up sleeves and work with team members in a hands-on management capacity
- Flexible and motivated individual able to work in fluid environment with direct/indirect reporting structure

Environment

- Reporting directly to Business Controller
- Direct Report: None
- Office is based in Ortigas Manila
- Training and development program will be implemented according to the skills of the successful candidate

Interested applicants may send their resume to:

PIC.PH.HR@genusplc.com