



## Finance, Accounting & Tax Manager

*Due to the rapid business growth, now Fujitsu Indonesia is looking for experienced IT professional to fulfill the below position:*

### ■ Finance, Accounting & Tax Manager

**Reports to:** CFO

**Subordinate :** 5 (five) people: GR, AR, AP, Finance, Tax

**Job Scope:** To manage Finance, Accounting and Tax Department related to Cash Management, Financial Statement report, Company Taxation , External and internal Audit

#### **Job Responsibility:**

- To prepare monthly financial report and ensure the accurate & correctness of financial report
- Prepare and submission financial report to Headquarter on schedule time (Hyperion : cons montly, Rolling Forecast, etc)
- To review and set up Finance and Accounting procedure & policy
- To manage daily operation in finance, accounting, and tax department
- To prepare and submission Financial Report (actual & forecast) for Company, Headquarter and Government on scheduled time (Hyperion : cons monthly, rolling forecast, etc)
- To review monthly and annual tax report
- To manage company's cash flow & hedging
- To maintain company daily operational tha related with finance and accounting field
- Maintain and review finance and accounting procedure and policy
- Approval for Invoice cancellation
- Review new customer financial report for credit limit and credit term
- Input SUC into SAP systems
- Input allocation into SAP systems
- Handle tax audit, included as an company representative in Tax court
- Responsible for External Audit Financial Report
- To approve and sign Bank/Cash payment
- To sign Customer's invoice (including Tax invoice)
- To sign Purchase Order Non Trade
- To represent the Company for tax related issues
- To sign APIT document (Import Document)

**The Objectives of the job:**

- No audit adjustment impacted to company P/L during yearly closing audit
- No penalty related to tax issue
- No delay submission for reporting to headquarter & government

**General Requirement:**

- ✓ *Personnel Competency:* Leadership, Self starter & teamwork person, Able to work accurately and underpressure
- ✓ *Education Background:* Bachelor degree, Preferably from Accounting
- ✓ *Working Experience:* Minimum 5 years experience on Finance, Accounting & Tax field, Preferably have strong IT business background
- ✓ *Skills:*
  - Leadership skill
  - Familiar with Indonesian Tax Law.
  - Proficiency in English both spoken and written.
  - Have SAP-R3 knowledge for FICO Module

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