

## Job Description

Position:	<b>Manager, Budgeting and Reporting</b>
Department:	Treasury
Reporting to:	Senior Manager, Budgeting and Planning
Location:	Headquarter

### I. Duties and Responsibilities

- Being a focal person in managing the processes of preparing financial projection, annual budget and consolidation, and reporting to the bank and stakeholder.
- Prepare / Revise periodic budget plan.
- Track the bank's financial status and performance to identify areas for potential improvement.
- Being finance business partner with business unit to reach the bank's objective.
- Being proactive on risk management and monitoring of liquidity and interest rate risk and ensure that these risks are managed within the risk appetite and comply with regulatory.
- Prepare and monitor periodic reports to stakeholders and regulators.
- Prepare / Review policies and guidelines to align business and regulation requirement.
- Perform any other tasks as assigned by line manager.

### II. Qualification

- Bachelor's degree in business or finance and Banking.
- 4-years' experience in accounting, auditing, financial reporting, or related fields.
- writing procedures, manuals, and drafting report.
- Advance in Microsoft office (Word, excel, power point) and BI.
- Ability to work under pressure, as part of team, as well as independently.
- Strong communication and negotiating and engagement skills.
- Possess a pleasant personality and can-do attitude.
- Fluency in spoken and written English.