# POSITION SPECIFICATION

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| **Position** | Financial Analyst |
| **Company** | The Dairy Farm Company, Limited |
| **Location** | Devon House |
| **Reporting Relationship** | Head of Finance |
| **Website** | <http://www.dfiretailgroup.com> |

# COMPANY BACKGROUND / CULTURE

DFI Retail Group is a leading pan-Asian retailer and operates across four broad formats: Food (including Supermarkets, Hypermarkets and Convenience stores), Health & Beauty, Home Furnishings, and Restaurants. The Group has operations in 12 markets and operates multiple formats in most markets to satisfy different customer segments and trades under well recognised brands.

At DFI Retail Group, we strive to give our customers across Asia a store they TRUST, delivering QUALITY, SERVICE and VALUE. When it comes to retail skills, our team members are the envy of the industry. We cultivate an organisational culture where team members can learn and grow by creating a workplace that attracts great people, builds capability, promotes talent and inspires excellence.

We are passionate about sharing our know-how and finding synergies across our businesses in Asia. Cooperation between store operations, supply chain & logistics, and store support centre is complemented by a culture which values sustainable results, teamwork and integrity. At the heart of our cultural values is a strategic priority to build strong customer focus retail models in each of our businesses.

We also believe in giving back to and supporting the communities in which we live and work. At the Group level, we support community initiatives benefiting people suffering or recovering from mental illnesses and the promotion of mental health awareness in Hong Kong and Singapore. At the country level, many of our businesses enthusiastically develop and support various local corporate social responsibility activities to promote sustainability and health & wellness in their communities.

DFI Retail Group is a member of the Jardine Matheson Group.

**OUR MISSION**

To give our customers across Asia a store they TRUST, delivering QUALITY, SEVIRCE and VALUE.

**Dairy Farm Values:**

* We put our customers first… always
* We respect each other
* We do the right thing
* We care passionately

**KEY RESPONSIBILITIES**

* Assist with budget, forecasting and strategic planning for DFI business units
* Assist with month end closing to provide timely and relevant reporting and explain variances versus benchmark
* Support the finance team on wide range of activities such as regular audit, feasibility studies for store expansion, refurbishment and lease renewal, as well as store performance analysis and capex planning
* Partner with other business functions to gather insights and provide recommendation on improving business
* Handle ad hoc analysis and queries when being requested and ensure timely and accurate response

**PROFESSIONAL EXPERIENCE/ QUALIFICATIONS**

* Bachelor’s degree in Accounting or Finance, or related discipline
* Minimum 2 years of relevant experience in auditing, management accounting, business performance analysis or financial modelling
* Experience with retail or FMCG industry is a plus
* Highly motivated and able to work under pressure, strong learning ability and a team player
* Good analytical and problem-solving skills
* Good interpersonal skill with a customer-oriented mindset
* Good MS Excel and PowerPoint skills