# POSITION SPECIFICATION

|  |  |
| --- | --- |
| **Position** | Financial Controller |
| **Company** | The Dairy Farm Company, Limited |
| **Location** | Devon House, Hong Kong |
| **Reporting Relationship** | Finance Director, Food |
| **Website** | <http://www.dairyfarmgroup.com> |

# COMPANY BACKGROUND / CULTURE

**Dairy Farm is a leading pan-Asian retailer operating many well-known brands** across different formats – supermarkets, minimarkets and hypermarkets, convenience stores, health and beauty, home furnishings and restaurants. As of 31st December 2018, the Group and its associates and joint ventures operated over 9,700 outlets and employed over 230,000 people. It had total annual sales in 2018 exceeding US$21 billion. We aim to provide quality and value to customers in Asia by offering leading brands, a compelling retail experience and great service; all provided through a strong network supported by efficient supply chains.

Dairy Farm International Holdings Limited is incorporated in Bermuda and has a standard listing on the London Stock Exchange, with secondary listings in Bermuda and Singapore. The Group's businesses are managed from Hong Kong by Dairy Farm Management Services Limited through its regional offices. The Southeast Asia teams are led by the Southeast Regional Head Office in Singapore. Dairy Farm is a member of the Jardine Matheson Group.

The company is currently being led by Ian McLeod, who was named Group Chief Executive in September 2017. The company is on a multiyear innovation and transformation journey with significant investments in the store fleet and company leadership to surpass our competition and to further strengthen our multi brand positioning throughout Asia.

**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**

* Oversee operation finance across Hong Kong & Macau
* Shape the role of financial business partnership with Senior Management Teams to provide insights on Financial Performance and drive Cost Efficiencies to deliver sustainable results
* Drive the business performance related strategic priorities, assist in strategic planning and provide financial recommendations
* Lead the annual budget process and major reforecasting rounds by engaging and coordinating with all the various stakeholders at Group and Business Level
* Be the main custodian of the Business P&L and be able to articulate with analysis, actual results vs budget/forecast
* Manage the relationship with External / Internal Auditors and Group Financial Accounting to ensure regulatory requirements and group policies are adhered to
* Develop tools to control and monitoring financial performance all the lines of the P&L and Balance Sheet and understand to highlighting variations to budget in order to provide early warning to management to mitigate and manage internal and external the risk and opportunity
* Provide support and supervision of what is focused on compliance with administrative order and implementation of predetermined accounting methods and regulations
* Participate actively in assisting in both Commercial and Operational activity by providing information on the consequences which is relating to financial performance that is useful for making the right decision also monitoring of the performance
* Develop and recommend relevant KPI and margin tracking measures and reporting to assist Managing Director & Regional Finance Director in performance management and to provide early warning to management to manage risk/issues
* Ensure process governance throughout the team including regular reporting and analysis to key stakeholders
* Participate in ad hoc projects and improvement projects initiated, provide financial impact analysis to support decision making and monitoring performance
* Develop & inspire a high performing team to drive productivity and business performance at a consistently high standard.
* Inspiring and energising team members by empowering them to do their jobs at a consistently high standard and ensuring they have a clear understanding of the technical strategy

**PROFESSIONAL EXPERIENCE/ QUALIFICATIONS**

* Degree Educated in Finance, Accounting or related discipline
* CA / CPA / CIMA / ACCA qualified with over 10 years of relevant working experience
* An inspirational leader with an energetic and approachable style, able to recruit, motivate and development team members
* Strong problem-solving skills with demonstrated ability to manage complex situations
* Excellent communication skills in English, Cantonese and Mandarin
* Experience with Retail or FMCG companies are preferred
* Knowledge of matrix organization