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| Role Profile Title: | **Financial Controller** | Job Code: |  |
| Job Title:  (for use when creating an individual job description) | **Project Financial Controller** | | |
| Job Family : | **Finance & Accounts** | LAIO Level: |  |
| Position Reports to: | **Project Director** | | |
| BU / Project / Dept: |  | | |

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| **Leighton Asia India and Offshore** |
| Leighton Asia, India and Offshore leverages comprehensive sector expertise and geographic diversity as a leading construction and mining services provider. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Mongolia, the Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia, India and Offshore is headquartered in Hong Kong. |

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| **Function / Business Unit description** |
| The purpose of the Finance & Accounts Department is to establish, maintain and operate the fiscal, financial and company administration framework and operations for LAIO by providing accurate and timely financial information and strategic financial planning actions with the objective of growing the company’s profit whilst minimising risk. The Department also ensures that financial controls and the necessary corporate governance are in place to ensure LAIO’s annual business plan and long term strategy are supported by an integrated financial management system. |

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| **Purpose of the Role (why does the position exist, WITH what objectives)** |
| The role is responsible for planning, leading and monitoring all activities related to financial reporting, financial controls and payment management and tax compliance management at project level; facilitating smooth and timely external; driving adherence to Corporate financial guidelines in all finance processes WITH THE OBJECTIVE OF timely completion of all financial activities in accordance with LAIO financial guidelines and statutory compliances. |

**Communication and working relationships** (Explain the people and levels and reasons both within and outside the organization with which this job has to interact)

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| **Typical Level of Interaction (select only one)** | |
| ☐ Standard: Typical interaction is to request and provide information. Courtesy, tact and effectiveness are required.  ☐ Advanced: Influence using logic and facts. Communication is important but not critical to the achievement of job objectives.  ☐ Expert: Win the hearts and minds, changing opinion of people. Critical in achieving the job objectives. | |
| **Primary Audience (Internal)** | **Primary Audience (External)** |
| **Within the same function:**   * Corporate finance (CFO & others) | * External Auditors * Tax Advisory Consultants * Government bodies |
| **Outside the function:**   * Project Director |
| **Typical Level of Audience (Internal)** | **Typical Level of Audience (External)** |
| ☐ Clerical / Operational  ☐ Supervisory / Junior Professional  ☐ Middle Management / Seasoned Professional  ☐ Senior / Top Management | ☐ Clerical / Operational  ☐ Supervisory / Junior Professional  ☐ Middle Management / Seasoned Professional  ☐ Senior / Top Management |

**Key Accountabilities** (List all areas of responsibilities, with key tasks and performance metrics defined)

| **Key Accountabilities** | **Key Tasks & Performance Indicators** |
| --- | --- |
| Management & financial reporting | *Tasks:*   * Review and prepare the monthly and quarterly reporting for the project * Reviewing and analysing variances or movements against forecast / budgets / targets for the project * Highlighting and understanding risks and opportunities in the forecasts / budgets / targets for the project * Provide financial or management reports, detailed analysis or information as required for any ad-hoc requests by BUs   *Performance indicators:*   * Timely dissemination of reports * Understanding and communicating variances and risk and opportunity |
| Financial controls & payment management | *Tasks:*   * Review expense claims and reimbursements received for processing on daily basis; Check for adherence to procedures and accounting & financial control standards * Based on authority matrix, provide the necessary approval for payment release as per DoA, else, process for further approval in a timely manner * For any deviations from policy, refer case to the Financial Controller for resolution and alignment with management   *Performance indicators:*   * Adherence to payment guidelines * Timely processing of payments |
| Coordination with BU & Holding Company | *Tasks:*   * Share the reporting requirements with project teams to set expectations and timelines * Liaise with BU throughout the year to drive adherence to these requirements; Follow-up with BU for timely reporting on financial and management requirements * Develop project metrics for any ad hoc requirements; Liaise with business to secure relevant information (IT costs) and submit them on timely basis * Submit periodic reports to the business as per requirements & timelines of routine plan post Corporate approvals; Fulfil ad hoc requirements for additional analysis as needed   *Performance indicators:*   * Feedback from stakeholders in BU & Project team |
| Financial audit management | *Tasks:*   * Liaise with auditors (external and internal) to understand audit requirements; Plan for audit requirements in financial reporting plan for BUs * Oversee day-to-day administration of audit process; Monitor for relevant information and documentation to be provided to auditors; Track scheduling of meetings with relevant stakeholder to facilitate timely completion of audit * Respond to non-compliances, provide any clarifications as required and address non-compliances * Review audit reports and submission of audit reports to relevant stakeholders   *Performance indicators:*   * Timely closure of audit process |
| Tax compliance management | *Tasks:*   * Based on financial accounts, prepare corporate income tax calculations; Seek internal reviews and secure approval from Financial Controller and Group Tax Manager * Coordinate with external tax consultant for timely filing of tax returns; Seek advisory consulting on specific/ complex matters as necessary * Analyse tax queries from authorities; Draw appropriate and timely response based on support from external consultants to minimise any cost implications   *Performance indicators:*   * Timely filing of tax returns |

**Key Financial Dimensions and Related Job Results**

(Specify annual dimensions for any financial or budget responsibilities, and the nature and value of any transactions on which the job has an impact or contribution, and any other critical relevant dimensions)

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| **Financial Magnitude** | **Financial Impact (select only one)** |
| * NA | ☐ Remote: Provides informational, recording or incidental services for use by others in relation to some important end result.  ☐ Contributory: Provides interpretative, advisory or facilitating services for use by others in taking action.  ☐ Shared: Jointly accountable with others (except own subordinates and superiors) to deliver the financial target.  ☐ Prime: Has high degree of control in delivering the financial target. |

**Qualifications, Experience and Skills**

(Please provide minimum qualification and experience requirements for the position, and not qualifications of the position holder)

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| **Qualifications** | **Experience** |
| * Degree in Finance, Accounting or related disciplines, preferably a fully qualified accountant | * Total Work Experience: 8 years of experience * Total Relevant Experience: 5 years of audit experience (specifically in Construction) in a Big 4 firm |

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| **Behavioural Skills**  **(refer to LAIO Behaviour Expectation Framework for Competencies)** | | **Technical Capabilities / Knowledge** |
| **Values & Business Ethics** | **Level** | * Knowledge of multi-geographic statutory requirements * Knowledge of taxation processes and regulations * Basic understanding of the audit process * Understanding financial control procedures |
| Manage & Lead – Delivers, builds and acts on the Company Values and Business Conduct | 2 |
| **Leadership Capabilities** |  |
| Strategic Orientation – Understands the current focus in the short to medium term  Results Orientation – Focus on delivering timely performance with energy and taking responsibility and accountability for quality outcomes  Commercial Orientation – Having the commercial, financial and sustainable mindset  Collaboration & Influencing – Leading from the front and communicating with clarity, conviction and enthusiasm  Team Leadership – Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, and trust  Developing People Capability – Assists with formal development processes, ensuring that training, coaching and mentoring is provided to the team | 2 |
| **Personal Effectiveness** |  |
| Self Management – Manages strengths and limitations and maintains a balanced mindset Achievement Drive – Improves processes & strives to improve personal performance  Client Focus – Anticipates needs and proactively communicates with clients  Teamwork – Encourages team contributions - takes actions to assist the team or group to work more effectively | 2 |

**Agreed By**

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| Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(for use when agreeing on a Job Description)

**Document Control**

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| **Version** | **Prepared by** | **Approved by** |
| * Version 1.0 |  |  |