

Turkey Jobs Expertini®

Finance & Administrative Manager (Ofisten çalışma/Üsküdar)

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Company: Michael Page

Location: İstanbul

Category: other-general

Supervise and control company's accounts (monthly and mid-year financial management accounts as well as annual financial statements); this involves supervision of the consulting firm in charge of tax submissions

Assume appropriate controls over all cost booking, billings, payments, cash positions, and bank reconciliation

Establishment of projects forecast, budgeting short, mid and long term financial planning. Accordingly periodic account closures like monthly, quarterly and annually.

Analysis of financial performance against projects budget and reporting

Forecast and manage cash according to the weekly, monthly, and annual Cash Plan

Preparation for audits and liaison with external auditors

Manage external relationships: auditors, banks, stakeholders, suppliers, etc.

Manage administrative process such as catering, cleaning, transportation business lines

Manage overall purchasing process and contract management and develop long term procurement strategy

Manage all insurance process related with O&M contract and Accidents/Repairs folders

Manage long term customer O&M Agreement from the commercial perspective.

Ensure that all Finance, Administrative and Purchasing related procedures are updated and in line with O&M contract and regulations.

Liaising with HQ and managing all internal reporting process

As direct support to ETI management, providing all financial reporting for commercial decision making, providing creative and effective costing solutions on opportunities to maximize profitability, facilitating healthy analysis and identifying key commercial and financial risks and opportunities.

Develops capex plans as a part of the budget / strategic plan in collaboration with management

Comply with the relevant procedures, Turkish commercial law and standards, and directives within the Finance & Account domains

Legal follow up Board Resolution, preparation of corporate documentation,

Work to fulfil all leadership commitments specified in the Leadership and commitment article of all certified management systems.

Comply with HSE rules and procedures, code of ethical rules and HR policies of the Company.

In addition of these main missions and activities, according to the context, he/she will be responsible of the Financial & Administrative activities of the Local Office in Turkey:

Gather all necessary financial information from the other O&M Projects and complete reporting to HQ

Participate in the efficient networking and good practices within other O&M Projects in Turkey

Array

*Bachelor's degree in Finance, Economics or Business Administration with **CPA Certificate preferably***

***Min 15 years of experience as Finance Manager in an international company** in Turkey, developing both local and international knowledge of Finance standards and practices*

Significant managerial experience and track record as a highly motivated self-starter managing financial delivery.

Fluency in English both spoken and written.

Strong excel skills and analytical thinking,

***Audit background** will be an asset.*

*Excellent knowledge of Generally Accepted Accounting Principles (**GAAP**) and International Financial Reporting Standards (**IFRS**)*

*Excellent knowledge of **taxation rules and regulations***

Good knowledge of commercial and corporate law

*Experience working with **external auditors** required*

Demonstrable leadership, creativity, and lateral thinking skills particularly with respect to developing operational plans, service agreements and contractual relationships.

Experienced in customer relationship management (including liaison with government officials);

Ability to work under pressure and within defined timelines, as a manager build honest and sincere reputation in customer relations

Ability to recommend, implement and maintain best practice of managerial and administrative standards in areas such as financial management.

High level of reporting, organizational ability and communication skills, capable of handling a wide range of contacts with diplomatic, tactical and commercial understanding,

Well-developed skills and proficiency in various relevant software application

Our clients a leading global consulting, construction engineering and operating firm.

Possibility to manage more than one function in a global company.

Family health insurance

Private health policy

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