

Finance Manager (Maltepe)

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Company: Michael Page

Location: İstanbul

Category: other-general

Company management

Acting as one of the senior management team, participating in company board meetings and taking an active part in the development and implementation of company plans

If, as and when required by the Shareholders: Acting as one of the legal Managers of the Company in combination with the other legal Managers, representing the shareholders in legal and constitutional matters (note amendments to employment contract may be needed if this appointment is made to cover additional responsibilities).

Company secretarial:

Arranging AGM documents and board resolutions and minutes

Ensuring company filings with authorities are up to date

Accounting:

Supervising the accounting function, including monthly closing and ensuring correct and timely postings of all amounts to the accounting system.

Reporting

Submitting accurate and timely reports into systems.

Responsible for the statutory year end report and audit

Controlling

Preparing management reports and variance analysis to identify potential problems and performance improvements

Preparing ad hoc analysis on the results as required

Performing financial analysis and evaluation of capital investment projects.

Forecasting/Planning

Preparing financial plans and forecasts

Supporting the management team in the development of business plans

Treasury

Ensuring efficient management of cash, funding requirements and exchange exposures, including liaising with Group and Local advisors, planning and risk management.

Controlling of accounts receivables, credit and cash collection

Timely payment of company debts

Tax

Calculation and booking of accounting entries for tax including deferred tax

Timely preparation and submission of tax reports to authorities and payment of due taxes.

Group tax reporting

Responsible for tax inspections - provide information to the tax authorities

Compliance

Acting as the 'Compliance Officer'

Implementing and operating effective written internal controls

Ensuring the business complies with all local laws and Group Policies, including GDPR

Responsible for the Internal Control reviews and Internal legal reviews

Legal/risk management

Liaison with internal and external lawyers

Minimising legal risks to the company including reviewing contracts/NDAs or obtaining legal advice to ensure these are properly reviewed

Supervision of the company export control/sanctions compliance process

Ensuring adequate insurance (generally this is provided by Group)

HR

Compensation and benefits: assisting management with pay reviews and variable salaries, etc.

HR management: assisting with all HR issues including contracts, recruitment, terminations.

Payroll: Coordinating payroll process with the external payroll company. Providing them needed information, controlling the outcome

Severance pay accounting: liaising with AON on calculation

H&S: ensuring company complies with health and safety legislation

Warehouse

Responsible for the warehouse, supervising warehouse team leader

Organize inventory count and fixed assets count

Controlling of the stock levels - slow moving calculations, inventory levels analysis

IT

Assist with replacement of Navision with SAP

Coordinate ERP/IT issues with the internal IT support team

Array

Experience, knowledge and skills

CPA or equivalent accounting qualification

Educated to degree level or similar professional qualification

Experience as Accountant/Financial Controller

Experience of International Accounting Standards in a multinational corporation an advantage.

Good English skills (spoken and written) essential

Excellent excel skills and knowledge of Microsoft NAVision and SAP is an advantage

15-20 years experience

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Hibrit working model

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