

## JOB DESCRIPTION : Senior Accounting Supervisor

### Responsibility :

- *Assist Financial Statement report Monthly ( BA ) and Quarterly ( BS )*
- *Financial Forecast Report*
- *MPR with main analysis*
- *AP Tracking Reconciliation*
- *Monthly financial Site performance evaluation*
- *Assist Corporate Income Tax Report ( CIT )*
- *Assist yearly General Audit Report*
- *Assist yearly Tax Audit Report*
- *Ensure and Review compliance with PSAK (IND Accounting Standard) Accenture finance policies and local statutory requirements*
- *Review Costing and Pricing*
- *Supervise Monthly, Procurement Reconciliation (PO, DO, Invoice VS B52 System) and confirm with accountancy Books*
- *Review and Validate Transaction (PF) base on Supporting document with main analysis*
- *Manage inventory and Account Payable and explain anomalies*
- *Monitor and report, or assist with reporting, on engagement financial status and costs, and review financial reports with main analysis*
- *Support BDM on the Costing process*
- *Review Cost efficiencies program with current Business process*
- *Assist general audit process ensure appropriate monitoring of company finances is maintained*
- *Assist yearly Taxes Audit process*
- *Review income, cash flow and expenditure*
- *Assist and review Accounting system process*
- *Assist, preparing and interpreting reports, budgets, accounts, commentaries and financial statements*
- *Monitor System Inventory (B52) With reconciliation process from Operation, Purchasing and Finance*
- *Review Key Cost center (Labor cost and Food cost) advise and explain anomalies*
- *Monitoring B52 daily basis with Ops*
- *Monitoring system control between Purchasing, Ops, and Finalize with financial process*
- *Setup and Monitoring standard costing and gram age food cost per portion*

### Qualifications :

- Bachelor Of Accountancy with minimum 3 – 6 years experiences
- Good analytical , honest , reliable person.
- Proficient in English written and orally

#### **ADEN Indonesia**

PT. Andalan Duta Eka Nusantara  
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## JOB DESCRIPTION : Tendering Officer

### Responsibility :

- *Liaising with the Procurement Officer to identify supplier or service exposure throughout the country*
- *Risk reporting to enable self-management and identification of challenges that may require support from team members*
- *Weekly and monthly reporting on tender activity in line with targets*
- *The position requires that tenders and business proposals meet all relevant specifications; are in line with the most recent research available and best practice; and are compliant with client requirements.*
- *Responsible for ensuring tenders are submitted consistently ahead of the deadlines set by the tendering authority or body.*
- *To maintain confidentiality at all times.*
- *To provide technical and commercial writing skills to the team and have the ability to produce costing estimation to help the Tender Steering Team decision making.*
- *Receive and deal with enquiries from colleagues and Clients concerning Tenders.*
- *To comply with such training as is required and necessary to perform the duties of the post*

### Qualifications :

- Bachelor Of Business Administration, Accounting with minimum Fresh graduate – 3 years experiences.
- Good analytical , honest and has an entrepreneur soul
- Proficient in English written for preparing proposal and oral
- Have good a computer skill : Microsoft excel with macros

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## **JOB DESCRIPTION : Business Development Officer**

### **Responsibility :**

- *Analyze current customer base, including portfolios, to identify potential sales opportunities.*
- *Build strong relationships with customers, outside business contacts, and company stakeholders.*
- *Prepare and communicate proposals and cost estimates to customers and stakeholders*
- *Negotiate timelines and budgets*
- *Develop and test unique business strategies and concepts*
- *Collaborate with colleagues and peers on the sales, marketing, and product development teams to improve overall customer experience and satisfaction*
- *Stay up to date on company best practices, policies, products, pricing, and promotions*
- *Increase overall sales efficiency and profitability through excellent salesmanship*

### **Qualifications :**

- Bachelor's degree in business, finance, or related field preferred Equivalent experience in related field acceptable as well (example: five plus years in a sales or business development)
- Computer skill and Familiar with relevant software, such as Microsoft Office.
- Skill of persuasion, Strong interpersonal and communication skills (both verbal and written)
- Critical thinking skills, analytical, organized
- Creatively-minded, good at thinking 'outside the box' .
- Ability to travel when necessary to remote sites for meeting with customers and build business relationships
- Proficient in English and Mandarin (written and oral )

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