



JOB TITLE: SENIOR ACCOUNTANT, FINANCE & ACCOUNTING

PURPOSE

Responsible for overseeing the local country's Finance function for all business units of Ipsos.

ENVIRONMENT

Joining Ipsos means developing your career in the very top tier of research. With 16,600 people employed in 89 countries, we are one of the largest and best-known research companies. If you're interested in keeping company with some of the most naturally curious researchers and making an impact to the best local and global brands, we invite you to join us.

As a curious and intuitive individual, an enthusiastic professional with a passion for creating knowledge, at Ipsos you will be fully dedicated to finding the best solutions for our clients. At Ipsos we foster an environment that is entrepreneurial and forward thinking. We attract and hire innovative people with inquiring minds who possess drive, intelligence and enthusiasm. Working at Ipsos is dynamic and challenging; never a dull moment!

OUTPUTS/ACCOUNTABILITY

- Review periodic financial statements including turnover, gross margin and operating expenses accounts, budgets, thus provide variance analysis and commentaries for the Management
- Accounting - general ledger, analytical accounting, closing of the accounts, social charges/benefits, relations with auditors and local authorities
- Assist in the Quarterly report, Best Estimate and Budget process
- Monitor and maintain fixed asset and capital expenditure
- Liaison with external auditor to ensure the statutory reporting deadline is met
- Liaison with company secretary for timely filing of annual financial statement and other statutory compliance matters
- Liaison with tax consultant for annual income tax filing and other tax related matter
- Train and mentor the subordinates.

COMPETENCIES

- Self-Management
- Communication
- Working Together
- Client Focus
- Knowledge & Expertise

- Flexibility

RELEVANT TRAINING

- Data Privacy Process
- Information Confidentiality & Security Process

RELATIONSHIPS

- Internal clients: On-going contact with all levels of employee in-country and globally as well as finance staff in other offices within the global network. Essential to have the personality to build relationships with management at all levels
- External clients: Auditors, tax department, vendors, suppliers, contractors etc.

DEVELOPMENT

- Develop a good breadth of experience of accounting
- Confidence and demonstrated capabilities in applying different tools, techniques and approaches.

BACKGROUND

Experience:

- Minimum 6 to 7 years working experience in Finance/Accounting.

Skills/Knowledge:

- Basic accounting standards and principles, familiar with tax - GST, withholding tax, etc.
- General understanding of Ipsos business
- Good communication skills and able to communicate with people from different background and with different seniority
- Good English language skill both verbal and writing
- Good computer skill especially in Microsoft Excel, Word, and PowerPoint.

Qualifications:

- Bachelor degree in accounting with at least three years of auditing or accounting experience
- Student member/Member of recognizable accounting association (e.g. ACCA, ASCPA, MIA etc.).