



JOB DESCRIPTION

Position – Assistant Finance Manager

Job Summary: The Assistant Finance Manager (AFM) supports the head of finance in managing the financial operations of a pharmaceutical manufacturing plant. The AFM is responsible for financial reporting, costing, budgeting, forecasting, and analysis to ensure accurate and timely financial information. The role also involves supporting strategic financial planning and ensuring compliance with regulatory standards.

Key Responsibilities:

- Preparing monthly, quarterly, and annual financial statements and reports.
- Managing accounts payable processes, ensuring timely and accurate processing.
- Develop and maintain standard costs for products and processes and analyse manufacturing costs and prepare detailed cost reports.
- Support the development and management of the periodic, annual budget and financial forecasts.
- Monitor budget variances and provide analysis and recommendations for cost control.
- Conduct financial analysis to support business decisions, including cost analysis, profitability analysis, and variance analysis.
- Ensure compliance with financial regulations, accounting standards, and internal policies.
- Identify and implement process improvements to enhance financial operations and reporting efficiency.
- Support the implementation of SAP Hana system.
- Work closely with other departments to gather financial and required information.
- Assist in various ad-hoc projects and tasks as needed.

Qualifications:

- Bachelor's degree in finance, accounting, or related field and professional certification is preferred.
- 5+ years of experience in audit, finance or accounting, preferably in the pharmaceutical or manufacturing industry.
- Strong knowledge of financial principles, accounting standards, and regulatory requirements.
- Proficiency in SAP Hana is preferred.
- Excellent analytical, problem-solving, and communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.

TO APPLY:

Candidates are encouraged to apply this position via email to Phghr@pharmagend.com with the following information in the resume.

- Work experiences and job responsibilities.
- Current and Expected salary
- Reason for leaving.
- Date of availability
- Education background

We regret that only shortlisted candidates will be contacted.