



POSITION DESCRIPTION

POSITION TITLE: Project Finance Analyst

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

CLIENT OVERVIEW

Our client, an Australian-based commercial property group, is looking for a Project Finance Administrator to be a part of their growing team. This role focuses on financial administrative assistance and support to Project Managers within all aspects of a project from inception through to post completion in various project sectors.

CLIENT POSITION DESCRIPTION

Key Responsibilities

Cost Management

- Maintain accurate project financial information within the designated cost reporting system monthly or as required to meet project and reporting requirements.
- Prepare Professional Service Agreements (PSA's) for each project between client and consultants.
- Assist in preparation of project financial close and cost reporting at project end.

Procurement Management

- Assist as required to prepare contract ready for execution including, contract particulars, and schedules, and annexures.
- Assist and support project team in contract finalization between client and contractor(s).

Scope Management

- Develop an understanding of project scope and functional requirements and their relationship to own tasks.

Resource Management

- Develop understanding of resourcing requirements and prioritize project tasks appropriately.
- Ensure project timesheets are completed to meet business requirements.
- Maintain project resourcing and revenue for each project monthly within the PCG Job analysis book.

Integration Management

- Ensure project reporting requirements are successfully completed in accordance with company standards and timeframes.
- Prepare initial monthly project report utilizing approved templates.
- Assist with the preparation of monthly reports, with populating project financial data within each report.



POSITION DESCRIPTION

- Maintain and update Power-bi report to incorporate additional requirements or refinements as required throughout the project duration.

Communications Management

- Maintain a high level of written and oral communication with team members to accurately communicate any clarifications, and task status

Qualifications & Experience

- Bachelor's Degree in Financial related areas, i.e., Business, Commerce, Finance, Accounting
- Comprehensive verbal and written English skills
- Well versed in project reporting requirements and complete it in accordance with company standards and timeframes. Proficiency in Power Bi is desirable
- Proficiency in the Microsoft Office applications.
- Experiences/proficiency in Microsoft Dynamics 365 or Microsoft Power Bi or Microsoft Business Central or IPM Global is desirable.
- Understand end-to-end Project Accounts Function.
- Understand fundamental accounting flows within a commercial organization.
- Must be able to logically, sequentially, and systematically organize one's resources to achieve a future goal.
- Ability to apply a systematic approach to problems at hand.
- Driven, proactive and able to work independently.

ASW Offers

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with one of the clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.
- To find out what our people say about working at ASW, visit: <https://aswhiteglobal.com/careers/>