

# Job description

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Location : Petaling Jaya, Malaysia

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Job Title : Finance Business Analyst

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Department : Finance

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## **JOB DESCRIPTION**

### **POSITION DESCRIPTION:**

Responsible for developing and preparing reports as well as providing support for business planning and budgeting. Work closely with accounting and operation teams from several countries to achieve job objectives. Report to Finance Director.

### **JOB RESPONSIBILITIES:**

- Review weekly and quarterly Accounts Receivable reports, clarify comments from country teams and highlight potential risks.
- Review Trade Accruals by country. This includes maintaining and improving current templates and processes for Trade Accruals.
- Prepare report templates and coordinate submission of management reports.
- This will include review of management reports and providing commentaries to each country's team.
- Prepare budget, forecast and business plan templates and instructions. This will include preparation of consolidated budget and forecast, preparation and review of variances between actual against budget and actual against forecast.
- Prepare other required weekly, monthly and quarterly company reports.
- Undertake ad-hoc tasks as required by superior from time to time.

### **QUALIFICATION:**

- Bachelor's degree in finance/accounting/business studies or professional accounting qualification or equivalent.
- Minimum 5 years of related working experience. Preferably in the freight forwarding and logistics industry.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong analytical background and problem-solving capability.
- Exhibit a high level of accuracy and attention to detail.
- Ability to analyze financial data and prepare financial reports with multi entities and multi-currencies.
- Good planning and interpersonal skills.
- Advanced Microsoft Excel skills.

### **OTHER REQUIREMENTS:**

- Responsible, proactive, self-motivated, meticulous and committed to delivering.
- Hands-on working style.
- A pleasant personality who is comfortable working with a team with various backgrounds, cultures and personalities.

### **COMPANY OVERVIEW**

Wen-Parker Logistics has established itself as a world-class freight forwarding company since 1997, with offices located throughout the United States and Asia.

At Wen-Parker Logistics, client satisfaction is paramount to us. We pride ourselves to be reliable, flexible and expedient in providing 100% customer satisfaction with every transaction. Our industry experience and proven track record, paired with helpful service associates and customized shipping solutions is the hallmark of our success. In view of our expansion, we are looking for enthusiastic candidates to join our team in our office at Jaya One, Petaling Jaya.

**CONTACT**

- Interested candidates should send resumes to [ykan@wen-parker.com](mailto:ykan@wen-parker.com).