

COMIN ASIA PTE. LTD has been established in Singapore since 1991 with French Capital. Present in Vietnam since 1992 operating thru its two representative offices in Hanoi and Hochiminh City, COMIN ASIA enjoys and expertise recognized in both local and regional infrastructure markets. The Comin Asia Group is active in Mekong sub-region: Vietnam, Cambodia, Laos, Thailand and Myanmar.

COMIN ASIA's business fields include:

- Power projects: power utilities (national, regional, local), power plants, dispatching centers..
- Power projects: Testing centre, power construction & transmission companies, power utilities, power plants...
- Industrial products: Cement plants, coal mine, paper plants, water utilities...

COMIN VIETNAM LTD, a Comin Asia owned Vietnamese registered Company, has been established since 1998 with its head office in Hanoi and two branches in Hochiminh City and Danang.

COMIN VIETNAM's engineering activities covers:

- Mechanical & electrical contracting: Industrial & tertiary sectors, pharmaceutical plants, garment factories, breweries, airport terminals, hospitals, shopping malls, office buildings, apartments, hotels...
- Mechanical and electrical maintenance and services: hotels & resorts, serviced apartments, embassies, office building, power plants...

The activities of Comin Asia and Comin Vietnam are complementary and enable us to offer a global performance from the initial planning of a project to its implementation and commissioning.

Project Finance Controller

Quantity: 01

Hochiminh city, Vietnam

A. JOB DESCRIPTIONS

• Controlling & Analysis

- Jointly reviews and develops Business Unit (BU)/Projects/Contracts strategy with Division Managers and Head of Planning and Controlling in order to design business models by activities (Benchmark to assist decision making)
- Reviews and certifies Gross Margins provided by divisions to prepare Work In Progress (WIP) by analyzing the revenues and costs charged to projects (Operation files vs Accounting figures)
- Continuous analysis of business performance versus budget and forecast, and highlight/issue early warning of poor results focusing on specific projects
- Reviews and analyze OPEX (operation expenses of divisions) and ensures corrective actions in case of deviations
- Cost analysis by monitoring and controlling costs.
- Review and approve certain project sales and purchase orders/contracts as assigned

- Coordinate with project manager and Treasury to facilitate cashflow of projects.
- **Reporting**
 - Coordinate with division to prepare the monthly project financial reports
 - Generates high quality division/BU reporting and business information from database for Division Manager to do performance review
- **Risk Control**
 - Regularly review and raise alerts to project manager and Head of Planning and Controlling about financial risks to projects
- **Internal control**
 - Maintains a database of company policy related to Internal control requirement / Finance & Accounting / Policy which applied across country such as Chart of authority, Purchase policy/ Travel & business policy and so on which required approved by board of management
- **Project Implementation**
 - Actively supports implementation of Group initiatives such as ERP project, Internal control system
- **Treasury**
 - Actively coordinate with Head of Treasury under supervision of Head of Planning and Controlling to fulfill Treasury requirements of projects

B. REQUIREMENTS

- Age from 27 – 35 years
- Bachelor of Economics as a minimum requirement
- CPA, ACCA or equivalent is an advantage
- At least 5 year experience in finance related job. Experience in finance controller or related jobs in construction or contracting area is an advantage.
- English fluency is a must
- Hard working; prudent and creative

Interested candidates should submit their latest resumes to recruitment.hcm@cominasia.com before **15 Dec 2011** (first come first serve). Only shortlisted candidates will be contacted for interview.

Human Resource Department

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