

Dunbrae Subic Incorporated - Our People Are Our Business

If you are hardworking, energetic individual, detail oriented, problem solver, thinks outside the box and has the ability to multi-task and make good decisions and can manage and motivate a team and work under pressure. Knows how to balance the competing demands of several managers, proactive in approach with excellent level of integrity, trustworthy and target oriented, then **YOU ARE THE ONE WE ARE LOOKING FOR** as **ACCOUNTANT**.

What you will be doing for us:

As **ACCOUNTANT**, you will be producing accurate and timely financial reports to be presented to the Management Team and the Directors of the business which will be used as the basis of making sound business decisions in the long and short term. You need to ensure that the business meets all regulatory requirements and able to identify and mitigate potential financial risks (e.g. fraud).

With the role you are expected to produce a timely and accurate Monthly Financial Reporting Package – including analysis of variances between actual and budget. Able to produce month end financial results including Balance Sheet reconciliation, Profit and Loss, Accounts Receivable and Payable records. You are expected to manage and control the company assets including Stock, Plant and Equipment and Debtors. Plus knowledgeable on Risk Management and Project Management including Management Accounts for auditors to produce Audited Accounts.

As we are located at Subic Free Port Zone, your experience with dealing with the local Subic Bay Metropolitan Authority (SBMA) is a plus including your experience with dealing with the Bureau of Internal Revenue. Strong written and verbal communication skills (English) is a plus.

What technologies you will be working with:

In this role you need to be highly proficient in Microsoft Excel.

A Bachelor's Degree - Majoring in Accountancy with a minimum 4 years of experience in this field. Being a Certified Public Accountant is a plus

What we can offer you in return:

- We typically offer good pay rates to our team which is above the industry in the region.
- We provide our team with a generous Semi-Private Health Care Insurance Program or (HMO) upon joining.
- Our team are entitled to double the Annual Leave entitlement prescribed by the Philippine Labor Law and annual leave entitlements continue to accrue.
- We offer Sick Leave or Carer's leave – a leave entitlement extended to your loved ones
- We offer a number of employee benefit programs, such as: Years of Service Awards, Milestone Celebrations, Sports Activity etc.
- We provide In-house Training Programs
- Free Shuttle service within SBMA. Free Parking
- Uniforms with Laundry Allowance
- Rice Subsidy every month
- Work is from Mon-Friday 7:00am-4:00pm.

We want you to be part of our Team.

Join us by sending your resume at careers@dunbraesubic.ph. Only shortlisted candidates will be contacted.