



**JOB VACANCY**  
**Assistant Finance Manager**

Date: 13<sup>th</sup> October 2017

MPRL E&P is privately owned, independent oil and gas exploration and Production Company with interests in both onshore and offshore Myanmar. Founded in 1996, we are now at an exciting stage in our development as we evolve to take advantage of new business opportunities, consolidate our successes to date and collaborate with other major E&P companies to progress new projects. MPRL E&P is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title	: Assistant Finance Manager
Submission Deadline	: 25 October 2017
Department	: Finance Department
No. of Position	: 1 position
Probation Period	: (3) Months
Start Date	: As soon as possible
Reporting to	: Finance Manager

**Job Summary**

Assistant Finance Manager (“**AFXM**”) will be responsible to supervise all finance staff to be active and efficient in Accounting and Financial issues. Assist Finance Manager (“**FXM**”) or take full accountability in absence of Finance Manager for all accounting and financial issues related to all projects/assets. As instructed and assigned by FXM accountable for Accounting, Audits, Taxes, JV Transactions, Corporate Financing, Financial Issues with New Venture Activities, Economic Reporting, Other Business Management reporting and record keeping.

**Job Description**

- Assist FXM for all accounting as per the obligations spelled out in the applicable Laws, Rules & Regulations; PCC, PSC & IPR contracts with MOGE and JOAs with Partners, including Monthly and Quarterly statements, Cash Calls, JIB transactions, Tax filing, Monthly Invoices to MOGE for Incremental Production, Invoice processing, and Cost Tracking.
- Maintaining a financial system that is consistent with Oil and Gas accounting practices, International Financial Reporting Standards (IFRS), International Accounting Standards (IAS), Myanmar Financial Reporting Standards (MFRS) and Myanmar Accounting Standards (MAS).

- Apply and implement Tax Exemption / Relief for not only Corporate Income Tax but also Withholding Tax & Commercial Tax in compliance with applicable Tax Laws, Foreign Investment Law and Agreements between Governments.
- Prepare periodical/annual Project Audits (including not limited to Local, Overseas and Governmental Audits) and Partner Audits as required.
- Prepare projection of future investment needs, cash flow plan and corporate financing as necessary.
- Working with executives and business heads to prepare budgets and track profit/loss performance by projects and on consolidated basis.
- Supervise in preparing of financial reports and submissions to management on quarterly basis.
- Manage Payroll, Personal Income Tax and SSB for all employees.
- Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities.
- Maintain cost allocation and cost tracking systems which accurately track costs on a Project by Project and Well-by-Well basis.
- Maintain an Invoice tracking system which ensures accurate and timely payment / receipt of Invoices (incoming and outgoing).
- Coordinate with Procurement, Materials and Logistics and Warehouse to maintain a Material Tracking System, Inventory Control System and an Internal Control System.
- As required, dealing, negotiating and communicating with Government Officials regarding financial issues.
- Maintain OGSYS Oil & Gas Computerized Accounting System, keeping current and generating necessary reports.
- Train and supervise all Accounting Staffs and can lead the team to achieve the Departmental goals.
- Supervise Accounting Staff in Yangon for the maintenance of all financial systems.
- Assist FXM to conduct for implementation of departmental yearly tasks & goals and to drive continuous improvement in departmental performance by strategically.

## **Job Specifications: (Educational & Non-educational qualifications)**

### **Education / Experience**

- Must have a Bachelor of Commerce and CPA (ACCA is more preferable)
- Must have minimum 8-12 years' experience in Finance/Accounting
- Experience with Oil & Gas Accounting Principles, Procedures & Practices is preferable

### **Special Skills**

- Understanding of Oil and Gas Accounting
- Analytical Skill
- Good Technical Skills including Computer & Accounting Software
- Excellent of written and spoken English
- Must have strong Leadership skill
- Able to travel whenever required.

**Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.**

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : [www.mprlexp.com](http://www.mprlexp.com)

Email : [hr@mprlexp.com](mailto:hr@mprlexp.com)

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.