



*Transforming Veterinary Services across South East Asia*

## **JOB DESCRIPTION**

*Finance Manager*

### About Us

Animal Doctors International (ADI) aims to radically improve the provision of quality veterinary services across Vietnam. We provide international quality Veterinary Services supported by modern technology and internationally educated Veterinary Surgeons. In addition to best-in-class veterinary care, we strive for excellence in everything we do as an organization – from customer service to back office support to marketing and outreach.

With a proven track record ADI is poised to expand across the region and establish ourselves as Vietnam's top integrated pet care brand. ADI is looking for great people to join our team and help us grow from an early stage company into the regional leader. Be a part of our vision and help build the future of veterinary services in South East Asia!

### Position Summary

We are looking for an ambitious and self-driven Finance Manager (FM) to join our team in a very 'hands-on' role! The FM be responsible for leading the day-to-day financial operations of the business supporting sustainable and continuous growth in a dynamic and challenging market through sound presentation and interpretation of financial data. You are responsible for budgeting and supporting the executive management team by offering insights and financial advice that will allow ADI to make the best business decisions.

The FM reports directly to the Chief Executive Officer (CEO). In this position, you'll have a significant responsibility for the financial health of ADI - producing financial reports and developing strategies based on financial analysis - so we expect you to be a hardworking and inspiring leader that can 'get things done' in even the most difficult of situations.

If you, in addition, have great people skills, excellent business acumen, an outstanding work ethic and are passionate about the veterinary and healthcare sector, we would love to hear from you!

### FM Responsibilities:

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions.

- Oversee the finance department employees, including junior accountants and assistants and be ultimately accountable for the financial department.
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary.
- Track the company's financial status and performance to identify areas for potential improvement including analysing costs, pricing, variable contributions, product mix, sales results and the company's actual performance compared to the business plans.
- Seek out methods for minimising financial risk to the company & cost-saving opportunities.
- Research and analyse financial reports to provide insights on market trends and company performance.
- Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making.
- Review financial data and prepare monthly and annual reports while recommending further courses of action.
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings.
- Stay up to date with technological advances and accounting software to be used for financial purposes.
- Establish and maintain financial policies and procedures for the company.
- Understand and adhere to financial regulations and legislation.
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.

### Required Skills and Knowledge:

- Proven experience (>5 years) as a Financial Manager or comparable senior role
- Past experience leading others and being ultimately accountable for financial information in an organisation are highly valued
- Ability to quickly understand financial trends both within the company and general market patterns
- Proficient user of finance software
- Strong interpersonal, communication and presentation skills
- Able to manage, guide and lead employees to ensure appropriate financial processes are being used
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations
- BS/MA degree in Finance, Accounting or Economics

- Comfortable working in a fast-paced and high-growth environment
- Flexible – can handle ambiguity of working in fast paced company
- Passionate about the veterinary sector and making a positive impact on animal's lives

## Why Us?

- Dynamic and positive work culture that encourages initiative and new ideas
- Work with a passionate team committed to increasing quality veterinary access for animals and their owners. You will be part of the team helping to lead the movement to transform quality veterinary care in Vietnam.
- Competitive remuneration package with additional performance bonus
- Fantastic opportunity to be part of a high-growth company early in its life. As we grow, so will your opportunity to take on new responsibilities, master new skills, lead larger teams, and advance your career.

**Location:** Ho Chi Minh City

**Start date:** As soon as possible

**Reporting to:** CEO