



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Finance Assistant
Business Unit / Group Function	ODC- WG&S Korea
BU Team / Sub-Function	Finance
Location	Seoul, Korea
Team Leader Role	Finance Manager
Role Level	5
Team Members	No
Role Purpose Provide efficient and effective support to the Finance team to ensure timely and accurate delivery of closing activities, processing of core accounting activities including Accounts Payable, Accounts Receivable, General Ledger and Tax in line with required statutory and internal schedules and terms.	
Accountabilities <ul style="list-style-type: none">• Ensure efficient and accurate execution of Accounts Payable activities such as checking invoices and expense statements, verifying them against supporting documents and approvals and creating the relevant vouchers and documentation etc.• Ensure efficient and accurate Accounts Receivable activities including collecting AR via EDI, updating AR collection in ERP and checking and verifying statements and related documents• Effectively manage expense claims in a timely and accurate manner including processing employee expense claims and verification in line with finance guidelines.• Deliver accurate tax reporting requirements including quarterly VAT reporting preparation, including monthly reconciliation of VAT transactions.• Provide strong support in monthly, quarterly, and yearly closing activities to ensure accurate and timely closing.• Provide effective customer and vendor master management, including checking and maintaining basic data, raising master data creation, making change request for supplier/customer to ensure key stakeholder data is kept accurate and updated.• Prepare and deliver quality reporting including any ad hoc reports to relevant stakeholders on a regular basis to ensure data integrity and data is kept up to data consistently.	
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