



## Mana Finance Manager

**Mana Earthly Paradise (Mana)** is a next-gen eco hotel, run by a social enterprise Earth Company, where sustainability and regeneration are at the forefront of everything we do. From our eco facility using solar power and rainwater harvesting to our farm-to-table Indo-Japanese restaurant and conscious store, Mana strives to be a responsible business. In October 2022, Mana became the first B corp certified hotel in Southeast Asia. [www.manaubud.com](http://www.manaubud.com)

### Job Description

Oversee and provide the necessary financial services associated with Mana's day-to-day operations, strategic management, and long-term planning in compliance with the government requirements. Report to the management / owner.

#### 1. Tasks

- Be responsible for both financial and managerial accounting of Mana.
- Maintain and manage financial records in an integrated system, including back-ups.
- Maintain the financial records of Mana in an up-to-date manner (monthly reconciliations).
- Accurate record keeping and accounting of staff entitlements.
- The processing and timely payment of expense claims and salaries.
- The processing and timely payment of all invoices approved by the management.
- Monthly reconciliation of petty cash.
- Cash flow management with effective budgeting and planning.
- Accurate, effective and timely management of all accounting processes including accounts payable, accounts receivable and taxation.
- Accurate and timely management of long term payments (loans, rental fees, etc.).
- Confirm that all necessary company documentation and reporting requirements for taxation purposes is completed in a timely manner.
- Work with Mana's external consultants to implement any requested processes.



## 2. Reporting

- Project reporting - budgets and reconciliation reporting with liaison/input from the management.
- Accurate preparation of financial reports including profit & loss, balance sheet, and reconciliation files for review by the management as required. Type of financial report will be monthly, quarterly, and annually.
- Preparation of records and reports as required and requested in a highly confidential manner.
- Preparation and reports of accounts and any materials required for monthly and annual tax.
- Preparation of records and submitting the Investment Activity Report (LKPM) quarterly.

## 3. Policies and Procedures

- Ongoing development and implementation of accounting policies and procedures in conjunction with the management.

## 4. Maintain and manage basic legal aspects related to finance.

## 5. Mana's administration work.

## 6. Other tasks as necessary and requested by the management and other members.