



# FINANCE MANAGER

Operations Department, Permanent Role  
May 2023, Tommy Singapore

## WE ARE TOMMY, ARE YOU?

Are you the type of person who thrives in a fast paced, high-growth environment? Are you passionate about providing best in class advice and financial support to a growing team? Do you love to constantly review and improve financial systems? Then you might be the right Finance Manager for us.

Tommy is looking for an experienced Finance Manager to join our close-knit and exceptionally talented team producing award-winning work for the likes of Netflix, Prime Video, Disney, TikTok and Razer.

A Finance Manager at Tommy's chief purpose is to provide local support to the Singapore office for all of their day-to-day financial requirements. The individual must have an outstanding understanding of local tax legislation and reporting requirements. Experience of working within the APAC region would also be helpful as the Singapore business looks to expand across the market. They will also require sound knowledge of the creative agency business model and will ideally have experience of working within the industry.

We search out the most talented individuals we can find, but a positive attitude and a passion for seeing great work through as part of the team are qualities on which we won't compromise. The Finance team at Tommy provides best in class advice and guidance on financial matters, whilst maintaining a rigorous set of processes. This is an important role that actively keeps the finances of the Singapore office running to support all other functions. Communication, financial nous, and attention to detail are important; so, please, if you want to blend into the wallpaper, apply to some other agency.

## CORE RESPONSIBILITIES

The Finance Manager is responsible for ensuring that the office in Singapore is supported through all of their financial requirements. This is an end-to-end role, reporting directly to the Global Finance Director, but the individual will also work closely with the Singapore Managing Director in providing guidance and advice on financial matters where necessary.

In order to do this, the Finance Manager must:



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- Oversee all financial transactions, ensuring all Accounts Payable and Accounts receivable duties are fulfilled in a timely and accurate manner
- Manage timely client billing and credit control; this requires the ability to report key information to the Global FD for cash flow matters
- Provide key stakeholders with guidance on financial matters where required
- Work closely with Producers and Client Services to ensure commercial and operational objectives are being considered in line with Group objectives
- Ensure the Singapore office successfully performs all GST declarations
- Maintain the fixed asset register and ensure the correct procedures are followed for all CAPEX requirements across the Singapore office
- Assist the Global FD in the budgeting process for Singapore
- Perform monthly intercompany reconciliations and ensure Global recharges have been captured accurately
- Prepare and deliver accurate and timely Management Accounts to the Global FD for review
- Champion financial best practice across a high growth business, assisting the Global FD with implementation of improved processes.



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## SKILLS & QUALITIES / AREAS OF EXPERTISE

### Accountancy Qualification

- Degree in Accounting or ACCA qualification [or equivalent]

### Experience

- 3-5 years experience within the creative sector
- Ideally have previously worked with QuickBooks

### Personal Specification

- An excellent communicator willing to liaise confidently with multiple stakeholders
- Highly meticulous and accurate
- Deadline and target driven
- Able to handle a fast paced environment in an agency with high growth potential with confidence, cheer, and a sense of humour

## GET IN TOUCH

If you think you've got the skills, talent, and style to be our new Finance Manager, get in touch with us at [workSG@thisistommy.com](mailto:workSG@thisistommy.com). Send your CV and portfolio along with a cover letter email explaining why you are the best person for the job.

We're committed to furthering equality and diversity in the creative industry, so we'll be especially happy to see applications from diverse or underrepresented backgrounds. Tommy believes the advertising industry should reflect the world to which it speaks.

Local applicants legally allowed to work in Singapore and able to come in to work in our Singapore office only, please. If you're a recruiter, please don't call us. We'll call you.