

## JOB POSTING TEMPLATE

<b>Date:</b> <u>29 April 2022</u>	<b>Function:</b> <u>Finance and Accounting</u>
<b>Job title:</b> <u>Specialist, Reporting &amp; Analysis</u>	<b>Manager title:</b> <u>Associate Manager, Reporting and Analysis</u>

### Job purpose

This role will be in charge for sales/ premium reporting and analysis of the Sun Life Vietnam business both to the Regional Office (RO) and to the local senior management team including the development of detailed analyses. This position produces and support direct manager to prepare the monthly and quarterly management reporting and provides accurate and timely business information to enable effective decision making and support business initiatives. This role requires good communication and organization skills, time-management skills and demonstrated ability to work well within a team environment.

### Major accountabilities

<ul style="list-style-type: none"> <li>• Execute weekly, monthly sales reports and related matter deliverables to RO and internally.</li> </ul>	30%
<ul style="list-style-type: none"> <li>• Actively engage in tableau development to interpret data related to the business; interpreting the meaning of information for others – translating or explaining what information means and how it can be used.</li> </ul>	20%
<ul style="list-style-type: none"> <li>• Support direct manager to prepare monthly, quarterly and year-end reporting deliverables to both RO and internally, including KPI, QBR and MC reports.</li> </ul>	15%
<ul style="list-style-type: none"> <li>• Support direct manager to prepare the monthly net income and financial variance analysis to be used for critical financial decisions all while ensuring that thorough analysis has been completed and Key ICFR Controls have been executed.</li> </ul>	15%
<ul style="list-style-type: none"> <li>• Actively engage in the process improvement including current processes and IFRS 17 processes.</li> </ul>	10%
<ul style="list-style-type: none"> <li>• Support IFRS 17 project and ad hoc requests.</li> </ul>	10%

### Specialized knowledge

- Ability to prioritize tasks and meet established deadlines.
- Detail oriented, well organized, self-starter.
- Advanced knowledge of MS Office tools including Excel, PowerPoint and ability to learn new system (Oracle Sun system, Tableau, SAP...)
- Adaptable, flexible and self-motivated in a fast paced and frequently changing business environment with a 'can-do' attitude.
- Ability perform well under pressure.

### Problem solving

- Demonstrated good analytical and problem solving skills.
- Proactively engage and work with related key business partners (Operation, IT, Distribution...).

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### Education and experience

- University graduate (Accounting, Finance major as plus)
- A minimum of 1 year business experience preferably in financial reporting and analysis within the financial services industry.
- Good accounting and financial background.
- Previous experience working closely with Operation and IT department

### Communication scope

- Good communication and interpersonal skills with the ability to work others.
- Ability to collaborate with other teams and/or business units to produce time driven results.
- Adapt quickly with team's culture and join team's activities