

JOB DESCRIPTION

Job Summary:

The Senior Officer – Finance & Investment will support the division in carrying out day-to-day financial operations of BCC. The role involves working in areas such as payables, receivables, revenue management, and cash handling, depending on assigned responsibilities. The officer will ensure accurate financial recording, timely reporting, and compliance with BCC's financial regulations, policies, and procedures while maintaining integrity and confidentiality in all financial matters.

Job Responsibilities:

- Assist in daily financial operations, which may include accounts payables, receivables, revenue, and cash-handling functions.
- Ensure that all financial transactions are properly recorded, authorized, and supported in accordance with company policies.
- Support the preparation of financial reports, reconciliations, and documentation as required.
- Collect and deposit cash from outlets in compliance with internal control and safety procedures.
- Assist in maintaining accurate accounting records and supporting documentation.
- Coordinate with internal teams and external stakeholders to ensure smooth financial workflows.
- Support the Finance Division in audits, reporting, and other assigned duties.
- Perform any other finance-related tasks as assigned by the supervisor or management.

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.