



Administration & Finance Manager

Location: Kuala Lumpur

Starting Date: December 2024 / January 2025

Duration: Long term employment

Our Company

Headquartered in Paris, TERA0 is a global consulting and engineering company which has been involved in energy efficiency and green building engineering for 25 years. Created in 1993, TERA0 is one of the pioneers of energy-saving and sustainable buildings. With a 90+ team of multidisciplinary engineers, TERA0 is a leading independent French green building engineering company active in China (since 2008) and worldwide (South-East Asia, Africa, Latin America).

Terao operates on the whole building life cycle, from design (green building specifications, energy efficiency design and calculation, etc.) to operation and maintenance (energy audits, certifications in operation, ...).

TERAO capabilities include the following:

- Sustainable Design Solutions for new constructions and renovations
- Environmental Certification Management for new construction and existing buildings (LEED, China GBDL/GBL, BREEAM, HQE, WELL, etc.)
- Low-carbon design (LCA, sustainable materials)
- Building Simulations (Thermal Modeling, Daylight Simulations, CFD, Wind Modeling, etc.)
- Energy Audits
- Specific Studies (Carbon Footprint Study, Life Cycle Assessment, etc.)
- Operation Optimization (ISO 50 001, Energy Management & Reporting, etc.)

Position Overview:

Under the direct responsibility of the Asia Finance Director & supporting the Asia Managing Director, the Administration & Finance Manager participates to TERA0 South-East Asia corporate operations in Malaysia and Singapore and undertakes the following main tasks:

General Administration & Human Resources:

- Manage Administrative and Legal Information Changes (Company set-up, Business License, etc.)
- Human Resources Guidelines & Contract Management. Recruitment process and profiles sourcing.
- Supervise Supplies & Equipment Inventory, Business Trip arrangements and Document Management

Sales Administration:

- Prepare/sign NDAs and perform suppliers' registrations as per clients' requests
- Compile data and fill-in RFIs as needed.
- Help establish commercial contracts based on company draft.

Accounting / Audit Assistance:

- Monthly bookkeeping and live P&L draft, including revenue and costs
- Work with the external accountant to prepare the quarterly financial reports, and with the auditor for FY closings.
- Coordinate with the financial services from the other legal entities in Asia regarding intercompany transactions.

Financial Management & Administration:

- Invoicing and costs forecasts, including fiscal year closing and next fiscal year budget. Cash flow forecast at 3 months.
- Coordinate with the operational team to establish and update monthly the invoicing and costs forecasts.





- Invoice issuance and payment follow-up. Payments processing and manage tax topics for transnational transactions.

Requirements

Academic Background and Professional Experience

- Bachelor degree in Accounting, Finance or equivalent (previous coursework in Business Administration preferred)
- Minimum 5 years of Accounting/Finance/Administration professional experience
- Previous experience within a Singapore-invested company in Malaysia would be a plus

Skills and Abilities

- English fluency and proficiency are required.
- Strong writing, verbal communication, interpersonal, training, and analytical skills;
- Strong judgment and critical thinking to challenge assumptions and solve problems
- Ability to communicate with different departments & branches
- Strong organizational and analytical skills
- Knowledge of accounting principles and procedures
- Knowledge of general corporate administration procedures

Software

- Proficient with Microsoft Office Suite (including Word and Excel)
- Experience with cloud-based Document Management
- Experience with accounting software would be a plus

Salary

- 6-9k MYR / Month upon experience

If you are interested, please send your resume to: arouchette@teraoasia.com , mramos@teraoasia.com