



FRANCISCO M. [REDACTED]
Certified Public Accountant (CPA)
PRC Licensed No. [REDACTED]

Email Add [REDACTED] Mobile: [REDACTED]

**15 years of solid experience in Financial Planning & Analysis and General Accounting,
in a diversified and multi-national companies**

Summary of Qualifications:

- An Accounting Graduate, CPA
- Experienced in regional and corporate reporting, planning and consolidation
- 5-7years experience in finance controllership
- 10years experience in a managerial/supervisory position, handling financial planning and analysis, general ledger and budgeting
- 10years combined experience in financial reporting, planning and analysis, budgeting, general accounting, intercompany accounting, fixed assets and inventory
- **Experienced in Process Transition and Implementation**
- Ability to hire and supervise a team composed of highly skilled Accountants and Financial Analystsmajority of which are CPA.
- Strong Leadership Skills and People Handling Skills
- Ability to conduct and facilitate trainings via Classroom, Conference, Webex, or Microsoft LiveMeeting
- Very good interpersonal skills; able to deal effectively with people in multi-disciplines from the staff level to seniormanagement
- Able to interact professionally with clients and service providers locally and globally
- Exposure in working with Metrics
- Strong problem-solving and analytical skills, results-oriented, with a strong sense of urgency to meet project goals
- Highly flexible and adaptable to changes, able to thrive in a highly dynamic, multi-tasking environment
- Experienced in ERP applications (SAP, Oracle, JD Edwards, etc)
- Advanced Skills in Hyperion Financial Management (HFM), HFM SmartView, and HFM Ad Hoc
- Advanced Excel Skills (Pivot, Macros, Graphs)
- Proficient in MS Office Applications (Word, Powerpoint and Outlook)
- Willing to relocate and travel abroad.

Computer and Applications Skills:

- Advanced Skills in**(HFM) Hyperion Financial Management and Hyperion SmartView**
- Advanced Skills in **SAP, Oracle, JD Edwards**
- Knowledgeable in Various Accounting Systems; Reynolds and Reynolds ERA, Primavera, COSMOS
- ERP - JD Edwards, IBM SQL, European Reporting System,
- Outlook, Microsoft Office, LiveMeeting, Webex, and Skype for Business

- Advanced Excel (Pivot, Macros, Graphs, Excel Functions)
- SharePoint

Work Experiences:

Finance Manager II - Global Real Estate

[REDACTED]

Pasay City, Philippines

January 25, 2016 – January 31, 2020

- Works directly with the Global Real estate Finance Director for all reporting requirements.
- Handles 2 Financial Analysts in Guatemala and 2 Financial Analysts in Manila
- Leads the Plan and Forecast Strategy Review and translates the direction to financials.
- Monitors the Month End Close of US Real Estate and make sure the numbers make sense.
- Overall in-charge of Global Real Estate's financial submission to corporate office.
- Consolidation of monthly legal finance close, quarterly rolling outlook, monthly forecast and reports high level result to Finance Director and Leadership team.
- Overall in charge of the Global Real Estate's **Annual Usage and Facilities allocation**.
- Review Building Spending Reports from the Financial Analysts
- Review Real Estate's Business Case globally.
- Review Surplus Properties
- Preparation of Corporate Real Estate's Finance Calendar
- **System administration of Hyperion Financial Management (Real Estate and Projects Cube)**
- **In charge of Systems Implementation, Schedules Monthly Feeds from Various Systems and Initiates the Resolution of Feed Errors**

Senior Finance Manager

[REDACTED]

Makati City, Philippines

October 17, 2013 – January 22, 2016

- Monitors the monthly financial closing up to reporting to headquarters
- Responsible in **group financial reporting of Philippines** operations to the Asian Region
- Responsible in the controlling of profit center and cost center of the business
- Provides P&L bridges and analysis on a country level and per business unit level
- Works with the CEO in the planning and forecasting of monthly revenue from backlog and pipeline (book to bill) together with the sales operations.
- Works with business unit heads on the P&L forecast, opex analysis and improvement.
- Prepares the monthly, quarterly, yearly and mid-term budgets and rolling forecasts
- Participate and liaise with External Auditor
- Participate and liaise with Tax Authorities for tax assessment.
- Provides basis in allocation of costs and expenses to various departments and units
- Monthly review of functional cost centers and rectify any material variances before closing the financials.
- Participates and prepares the quarterly Balance Sheet reviews with the region and action items
- Responsible in the preparation of borrowing requests to region.
- Prepares monthly consolidation pack of Philippines businesses (6 companies)
- Responsible in providing explanation to all questions and concerns raised by Asian Region and Japan headquarters after every financial month end close.
- Project review in terms of revenue and cost recognition
- **SAP FICO Project implementation lead**
- **Lead the Change Management for New Bill of Materials and Pricing Templates' Process Flow**
- Responsible in the financial and nonfinancial data upload in HFM

- Reports directly to the CFO and handles 2 Financial Planning and Analyst
- Supports 3 companies in the Financial Planning and Reporting

Senior Supervisor – FP&A

Makati City, Philippines

March 30, 2009 – October 15, 2013

Supervisory/Admin Tasks

- Responsible for supervising the day-to-day operations of MEA Financial Analysis Team, to ensure that targets and objectives are met in order to provide high-quality financial analysis and reporting services to Emerson Middle East & Africa. I am directly reporting to the World Area Finance Controller and I have 13 direct reports of which are 2 senior financial analysts II, 9 financial analysts, 1 commission analyst and 1 marketing analyst.
- Responsible and assists the WA Controller the standardization of processes and reports across the 12 business units of Emerson, develop templates and reporting packages, and initiatives in process improvements and documentation of existing reports.
- As a World Area Financial Analyst (Headquarters FP&A), I am responsible of giving ERS trainings and help the Site Financial Controllers and Managers across MEA sites (Dubai, Abu Dhabi, Saudi Arabia, Bahrain, Qatar, Iraq, Kuwait, South Africa, Angola, Nigeria, Morocco, Equatorial Guinea, and French Speaking African Countries) regarding Financial Tools, Reporting Packages, and Processes.
- Responsible for the transition plan of acquired tasks from counterpart, lead the transition for succession of staffs, and cross training among analysts.
- Produce the team's monthly operation's report and lead the team for the monthly meeting.
- Conducts a regular coaching with team members, and weekly team meeting.
- Responsible for the preparation of team members Performance Evaluation Report on a quarterly basis and discussion of their ratings.
- Responsible for the team's planning of planned leaves for the next quarter. Produce attendance and tardiness reports monthly. Issues HR memo for disciplinary action.
- Liaise with the Travel Team for all requirements of staff going to Middle East and African countries.
- Screening, initial interview and hands on exam of applicants for endorsement to counterpart.

Technical Tasks

- Facilitate the loading of data in Oracle Hyperion (HFM) from financial loading, statistical data loading, and other data for reporting purposes during closing period. Consolidates the financial data for all sites to total MEA for US reporting.
- Management Pack – reports the Total MEA level Orders and Sales Trending, Division and Regional POR Performance (Expecteds), YTD and Full Year P&L, Asset Management Report for Top Management reporting.
- Headcount Report – reports the headcount of total MEA on a division, regional, cross divisional level, and by category. Eventually submitted to US HQ for consolidation.
- Cost Center Reports – summary and detailed analysis of fluctuations of costs and expenses per division and cross division, trending and run rates of expenses, comparison against budget (spending analysis).
- Presidents Operating Report (POR) – consolidation of expected numbers for the succeeding months to complete the year. Probe the submitted numbers for planning and analysis against budgeted numbers.
- Balance Sheet and Operating Profit Analysis – analyze the BS movement for the month. Analysis of fluctuations that affects the OP for the month as compared to POR and budget.
- Involvement during budget preparation of regions and functional groups.
- Works with Orders and Sales data for ad hoc analysis required by Management ie. Wide space analysis for certain country and regions.
- Top Orders and Sales by Rep, Customer, and End User.
- OP analysis of Mega Projects
- Product Group Reporting, AR Aging Report, and Backlog Aging
- European Reporting System – acts as system admin in Manila. Design and create an SQL query to extract a required data for financial reporting purposes.

- Works closely with Financial Controller in Dubai in developing Smartview Templates for standard reporting, standard graphs and ppt slides.

Accountant /Cost Analyst

[REDACTED]

[REDACTED]

Dubai, United Arab Emirates

February 22, 2008 – March 23, 2009

Accountant

- Handles General Ledger Accounts
- Reports the Accumulated Project Cost
- Prepares Cash Positioning and Budgeting
- Liaise with Banks for Collections, Loans and Bank Guarantee.
- Prepares Bank Reconciliation Statement.
- Coordinates with the Central Admin Accounting System and Inter Project Transactions.
- Accounts Payable and Check preparation to Suppliers and Subcontractors.
- Prepares the Certified Progress Reports
- Monitors Annual Leave and Salary Settlements
- Prepares Monthly Payroll Adjustments
- Progress Billings to clients.
- Handles and Monitor Petty Cash Fund

Cost Analyst

- Analyze Monthly Plant/Machineries Usage Report.
- Prepares and Analyze Material Usage Report per Section.
- Prepares the Material Price Variance Report.
- Prepares the Monthly Direct and Indirect Cost for Road, Bridge, Underpass, and Utility Sections.
- Analysis of Monthly Work in Process Account per Cost Codes/Centres.

Part Time Accounting Instructor

[REDACTED]

City of San Fernando, Pampanga

June 2006 – March 2008

Subjects Handled: Financial Accounting, Cost Accounting, Advanced Accounting II, Auditing Theory and Taxation

General Ledger Processor

EMERSON – Manila Shared Service Center

Ortigas Center, Pasig City

May 2007 – February 18, 2008

- Handles Daily Cash Application and Daily Bank Reconciliation to Emerson UK Headquarters, Spain, and Italy
- Assist in the monthly depreciation run for all countries included in Emerson Shared Services.
- Assist in the monthly netting (intercompany settlements)

- Manual Invoicing and Monthly Recharges

Accounting Officer

[REDACTED]
[REDACTED]

City of San Fernando, Pampanga
April 2004 to April 2007

- Reports Directly to the Finance Group Head.
- Supervise, Assist and Review the Work of Staff.
- Liaise with Banks, Internal and External Auditors, and Tax authorities regarding
- Accounting Concerns, Tax Compliance and Reporting Standards
- **Handles General Ledger Accounts (IS and BS Accts)**
- **Prepares Monthly Financial Statements** with Comparative Figures
- Prepares Consolidated Financial Statements with Comparative Figures
- Checks all accounting entries before posting in the accounting system.
- Checks all cheques and vouchers before issuance and approval by finance manager.
- **ONLINE FINANCIAL CASH MANAGEMENT/ DAILY CASH POSITIONING**
- Prepares Monthly Bank Reconciliation (4 Peso Bank Accts and 1 Dollar Acct)
- Review, Post, and Analyze Revenues from Brand New and Pre-owned Vehicle Sales.
- Monitors Commissions from Banks for Bank Financed Vehicle Sales
- Cash Clearing, Application of Deposits and Finance Contract Receivables from Banks.
- Monitor and check the monthly accruals, amortizations, and depreciations.
- Handles Online Vehicle Payment and Online Tax Payment
- Vehicle Purchasing and Vehicle Inter Branch Transfers
- Prepares Monthly Reconciliation of New Vehicles Inventory
- Checks Prepaid Income Tax Schedules w/ Certificates for Income Tax Return Purposes
- **Prepares Tax Reports for E-Filing and E-Payment**
- Performs Accounting Month/Year End Procedures.

ACCOUNTING STAFF

[REDACTED]
[REDACTED]

City of San Fernando, Pampanga

- Handles Inter-Company Transactions (more than 30 Affiliated Companies)
- Contacts affiliated companies for queries regarding Inter-Company transactions and for reconciliations
- Prepares Monthly Reconciliation of A/R and A/P Affiliates
- Prepares Monthly Statement of Accounts
- Process Invoices and Cheques for Payments to Suppliers
- Reconciles Home Office and Branch Accounts
- Monthly Depreciation of Fixed Assets
- Maintains the Fixed Assets Control Record
- Conducts Quarterly Inventory of Property and Equipment
- Prepares Quarterly Reconciliation of Property and Equipment
- Fund Counter

Leadership Seminars Attended:**Emerson Training:**

Step Up
Communicative Leader
Breakthrough Coaching
21 Laws of Leadership
Effective Management
7 Habits of Highly Effective People
Core Leadership

Guthrie Gensen:

People Handling Skills

Technical Trainings Attended:

Advanced Excel 2003 – MAPUA IT Center
HFM Training – Dubai (Emerson MEA ROHQ)
Oracle and Noetix Training – Dubai (Emerson MEA ROHQ)
European Reporting System – (Emerson Manila Office)

Education:**Bachelor of Science in Accountancy**

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City of San Fernando (P)
1999 – 2004