

Job Type: FTE

Department: Finance

Division/Location: Mexico City, Mexico

ABOUT ALLPAGO

allpago develops and provides the leading payment solutions for the Latin American region enabling global digital companies and other payment providers to process all local payment methods, which make up over 70% of the Latin American eCommerce volume. We serve Getty Images, Nintendo, Microsoft, McAfee, Salesforce, Symantec, TeamViewer in Latin America. Until today we managed to grow organically without any external investors, and now we need you to keep on building our promise of accepting payments in Latin America.

MAIN DUTIES/RESPONSIBILITIES

- ✓ Oversees 3rd.party accountants and tax advisors, review Balance Sheet reconciliations & P&L transactions
- ✓ Support consolidation process and ensure accountants follow IFRS and local GAAP for statutory purposes
- ✓ Analyse countries results and provide comments on P&L/BS effects (variances)
- ✓ Prepare monthly Cash-Flow reports
- ✓ Oversees annual tax filings & review monthly Direct & Indirect tax filings and payments for risks and opportunities
- ✓ Operative Wiki updated
- ✓ Understand and provide guidance of countries tax rules to Global Finance Lead Aiming for Tax efficiency (i.e: controls/processes to avoid non-deductible expenses)
- ✓ Drive countries Financial and Business
- ✓ Prepare countries Management reports (i.e: ACT vs BGT analysis)
- ✓ Support Business Planning (ad-hoc analysis & special projects) and provide direction for Business to improve results
- ✓ Cash management controls and Monitor working capital forecast
- ✓ Manage (improve) countries Financial Income & Expenses
- ✓ Oversees monthly Financial Closing Processes - set timetable, KPIs and DACI
- ✓ Implement processes and controls to ensure accuracy, communication with stakeholders and on-time reporting
- ✓ Support Group to update and control Financial Policies & Procedures
- ✓ Ensure transactions have supporting documents in line with legal requirements
- ✓ Implement controls and processes - control G&A, MS&D expenses and KPIs per owner, and identify cost efficiencies
- ✓ Oversees and control statutory obligations filing (on-time & fulfil requirements)
- ✓ Support HR Lead in country activities

SKILLS & EXPERIENCE

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|------------------------|--|
| Qualifications: | <ul style="list-style-type: none"> ✓ Bachelor`s degree (Accounting, Finance, or similar) ✓ Fluent in English (written and spoken) & Portuguese and/ or German is a Plus |
| Experience: | <ul style="list-style-type: none"> ✓ Previous working experience in a similar position - 4 to 6 years of progressive Finance experience ✓ Experience in month-end closing for IFRS and local GAAP ✓ Worked with Budget, planning, analysis and management reports ✓ Overseen 3rd.party providers (is a plus) ✓ Experience with Tableau and payment service provider companies is a plus |
| Skills: | <ul style="list-style-type: none"> ✓ Detail and process oriented ✓ Strong analytical capabilities, highest standard of accuracy and precision ✓ Excellent problem-solving skills with ability to identify existing or potential problems and recommend solutions ✓ Verbal and written interdisciplinary communication skills ✓ Interpersonal skills (including professionalism and cooperative attitude) ✓ Ability to work with teams across departments and markets (different culture, currency, language and law) |

MAIN PERFORMANCE GOALS

- ✓ Build Finance activities, processes and controls at Mexico`s office (Budget, Planning, Monthly Closing, Cash Management, 3rd.party performance, and other)
- ✓ Support Global Finance Leads to implement Consolidation reports and standard processes (Std. Chart of Accounts, Cost Center Structure, financial analysis, and other)
- ✓ Build Business Models, valuation and Financial Deck for Mexico, Colombia and Chile entities
- ✓ Implement processes and controls to identify efficiencies that will generate financial savings and contribute to Company`s P&L and valuation

APPROVAL/REVIEW

| | Name | Signature | Date | Comments |
|-----------------------------|-----------------|-----------|--------------|----------|
| CREATED BY/DOC OHNER | Marcelo Higuchi | | 08 /08 /2018 | |