

December 2021

Scope of Work

Manager of Finance, Contracting, and Compliance

(Part-time: 2 days per week)

[Asia Clean Energy Partners Limited \(ACE Partners\)](#) is an international advisory firm that provides consulting and advisory services related to the global energy transition. The firm supports the acceleration of clean energy deployment, with a focus on development outcomes and markets in Southeast Asia and South Asia. ACE Partners supports the design and scale-up of effective clean energy initiatives, with a focus in four main areas: (a) creating insights through research and analytics; (b) designing and packaging clean energy projects and programs; (c) connecting stakeholders with the knowledge, technologies, and finance to achieve results; and (d) building communities of practice through targeted communications and events.

Formed in 2018, registered in Hong Kong and with its main operating office in Bangkok, ACE Partners delivers its services through a small but growing team of staff located across several countries, and multiple corporate entities based in Hong Kong, Thailand, Australia and the United States.

The company is currently seeking a Manager of Finance, Contracting, and Compliance to support its rapid growth and broadening client base, and to help strengthen its procedures for finance and accounting, contracting, and compliance, with the aim to ensure an efficient and effective financial and contractual platform for delivery of a widening body of clean energy work.

Overview of the Position

The Manager of Finance, Contracting, and Compliance will report to the company's Managing Partners and will (a) handle day-to-day financial control, bookkeeping, banking and contractual matters; and will also (b) assessing business risks and issues, and recommending courses of action to ensure that strong operational structures are in place. Given the relatively young nature of the company, this is a dynamic and challenging role that requires flexibility to tackle the required tasks. The company offers great opportunities and scope for learning and development, and exposure to the rapidly growing clean energy industry in the region.

Scope of Work and Detailed Tasks

The main tasks of the Manager of Finance, Contracting, and Compliance will include but not be limited to the following:

Financial Control

- a. Assist in maintaining general ledger and production of financial accounts, including Xero entries, bank reconciliations and entity consolidations;

- b. Support the operations team in setting up standard operational practices for record keeping and other finance and compliance-related matters;
- c. Assist with banking and processing of transactions including payroll and accounts payable; client invoices, internal transfers, etc.

Contractual Management

- a. Review existing and new company agreements and contracts for completeness;
- b. Assist with preparation of contractual responses, project budgets, client proposals and other agreements to be entered into with clients on behalf of the company;
- c. Assist with contracting and related issues for staff and short-term consultants engaged in company project delivery.

Business Risks, Compliance and Operations

- a. Examine internal company processes and recommend efficiency improvements across e.g. financial record-keeping, invoicing procedure, legal documentation etc.
- b. Examine external business operations processes and recommend areas of improvement for performance and/or compliance, including e.g. local labour, tax, pension, insurance and business registration requirements in each operating jurisdiction.

Minimum Qualification Requirements

- **Academic Qualifications:** tertiary qualification in business operations, business administration, accounting, law, financial management or similar disciplines;
- **Minimum Related Experience:** at least 3 years in similar roles or other roles with significant relevant experience;
- **Regional/Sector Experience:** Experience in the energy sector and in business operating requirements in Australia, the United States and/or Southeast Asian countries is desirable;
- **Location:** The company is fully virtual and location is therefore negotiable, however there is a preference for the position to be based in Melbourne, Australia to allow physical meetings with the current finance and compliance leadership.
- **Part time:** The position is advertised at 2 days per week, which may be expanded as the company grows. The times and days to be worked are flexible and can be negotiated.

Reporting

The Manager of Finance, Contracting, and Compliance will report directly to the Managing Partners of ACE Partners.

Period of Performance

Start Date: As soon as possible

How to Apply

Please submit your application in the form of a CV and cover letter to info@asiacleanenergypartners.com

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