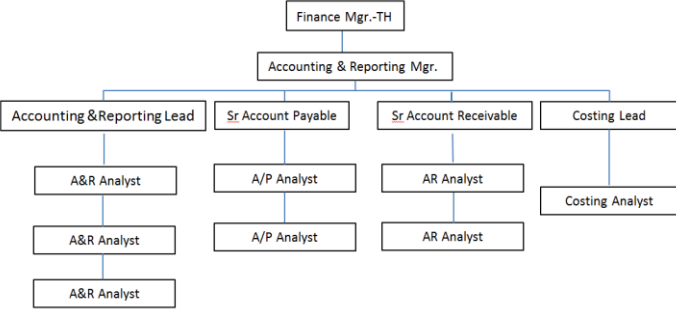


A&R Analyst - Role Profile

Date Reviewed: June15, 2015

1. Role Particulars:	
<p><u>Role Title:</u> A&R Analyst</p>	<p><u>Region/Segment/Team:</u> A&P/R&M/Lubes/Finance/TH</p>
<p>Job Level: K Location: Bangkok</p>	<p>Reports to: Accounting & Reporting Lead</p>
2. Organogram:	
 <pre> graph TD FM[Finance Mgr.-TH] --> ARMgr[Accounting & Reporting Mgr.] ARMgr --> ARLead[Accounting & Reporting Lead] ARMgr --> SrAP[Sr Account Payable] ARMgr --> SrAR[Sr Account Receivable] ARMgr --> CL[Costing Lead] ARLead --> AR1[A&R Analyst] ARLead --> AR2[A&R Analyst] ARLead --> AR3[A&R Analyst] SrAP --> AP1[A/P Analyst] SrAP --> AP2[A/P Analyst] SrAR --> AR4[AR Analyst] SrAR --> AR5[AR Analyst] CL --> CA[Costing Analyst] </pre>	
3. Purpose of role:	
<p>Accounting and Reporting Analyst is responsible for ensuring that transactions and significant events are recorded in accordance with external and internal accounting standards. A&R Analyst supports A&R Lead by ensuring all inputs to internal and external reporting are correct and provided in a timely manner by embracing efficient finance processes and validation procedures, and by applying business knowledge to verify the accuracy and robustness of all inputs. This role works closely with the business to ensure compliant and optimised financial treatment of events, transactions. The role may have a deep specialist focus in Company Fixed Asset account to provide oversight of the accuracy and integrity of the Fixed Asset account report.</p>	
4. Key Results/ Accountabilities expected from role	
<p><u>Procedures/Privilege to Operate</u></p> <ul style="list-style-type: none"> • Collect information to prepare monthly and budget report of company CAPEX. • Review and verify FM of CAPEX requisition form that integrity agrees with Budget before recording. • Register Company fixed assets to the proper accounts and keep the progress recording of fixed asset in-construction. • On a regular basis, carry out fixed assets physical count. • Analyse all fixed asset activity monthly to ensure correct classification and depreciation calculations in the regulatory books of the ERP Asset module. Initiate financial and regulatory adjustment as necessary to ensure effective and accurate quarterly / annual regulatory financial reporting. • Prepare accurate and timely bank reconciles. • Co-ordinate with Logistic Manager to set up transport rate charge in account system. • On a monthly basis, provides timely input to Group reporting including timeliness of data submissions, required validation checks and compliance with intercompany process for Marine and Energy Lubes Business • Handle for monthly accounting transaction and reconcile prepayment for CMS operation. • Handle Debit Note and Credit Note for non-stock items following company requirement. • Ad-hoc advice and support business analysis requirement. 	

<p><u>Assets</u></p> <ul style="list-style-type: none"> Centre for handle process backup monthly accounting data save to CD.
<p>5. Key challenges faced on the role</p> <ul style="list-style-type: none"> Ability to meet tight deadline and be able to work under time pressure. Ensure continuous improvement in reporting operational processes, process simplification and compliance through utilisation of the key metrics and taking/ recommending remediation action as required. Maintains strong professional relationships with relevant internal partners and external stakeholders. Can be work at Samut Sakhorn plant for Fixed Asset verification average 2 days a month.
<p>6. Any Other Relevant Information (Particular reference to planning (nature and impact), scope of impact (Team, BU, Segment, BP globally etc)</p> <p>n/a</p>
<p>7. Experience & Expertise (mandatory & desired)</p> <p>a. <i>Educational background</i> Bachelor degree in Accounting</p> <p>b. <i>Experience (years and nature)</i> A minimum 3 years experienced in accounting field.</p> <p>c. <i>Other</i></p> <ul style="list-style-type: none"> Strong knowledge in Accounting skills and regulations; TFRS and TSA Well knowledgeable in Microsoft office JDE system knowledge Good command in written and spoken English Language. Good team player and optimistic and willing to learn new experience. Business insight and analytical skills
<p>8. Economic dimensions associated with role (if any)</p> <p>Tangible and Intangible Asset spends THB 40M.</p>
<p>9. Country / Cluster specific information</p> <p>Scope with in Thailand, work base Thailand</p>
<p>10. HSSE Accountabilities</p> <p>Leadership:</p> <ul style="list-style-type: none"> Assist in the resolution of HSSE issue as required. Contribute to successful implementation of HSSE programs and initiatives. <p>Organization:</p> <ul style="list-style-type: none"> Comply with all HSSE directions of line manager or HSSE Manager. Complete the safety and compliance training required for the role. Procedure: Comply with all BP's company policies Comply with standards, procedures and practices applicable to the role. Participate in annual fire drill exercise, HSSE training and discussions workplace inspection and audits.
<p>11. Legally Required Training and Accountabilities</p> <p>n/a</p>

12. Required Competencies

- Respect the capabilities of those in safety critical roles and listen to their advice
- Create an inclusive and diverse workplace where everyone is treated with respect and dignity
- Learn and apply the best practices of BP, act with professionalism and strive for excellent execution
- Acknowledge and learn from my mistakes and I am willing to ask for help
- Put the team first

Approved by:

Manager of Line Manager I have approved this Job Description

Name: Kannika Thitinavakul

Job Title: Accounting & Reporting Manager

Sign: _____ Date: _____

Line Manager I have briefed and provided a copy of this document to the role holder.

Name: Thasanee Tamsirichai

Job Title: Accounting & Reporting Lead

Sign: _____ Date: _____

Role Holder I have read and understood the Role Profile as detailed in this document.

Name: _____

Sign: _____ Date: _____