



**JOB REF NO:** CITI-04

**JOB TITLE:** Business Office for Singapore Operations & Technology Head

### **JOB DESCRIPTION:**

Job Description Summary - This role is part of the team of business office who provide support to the office of the O&T head for ASEAN and Singapore, as well as the Head of Singapore Citi Solutioning Center. There are two components to Business Office roles: 1) providing financial support to the various groups in Singapore Operations & Technology and running programs across functions for Singapore and ASEAN.

### **Job Description**

This role reports to the Chief of Staff for Singapore & ASEAN Operations & Technology Head and will be involved in the following activities but not limited to:

- Monitor and analyze the financial allocations numbers
- Review the line by line numbers at month-end
- Work closely with regional finance on the submission of the variance, flash, saves, spends, etc.
- Track the monthly investment spends and re-engineering saves
- Provide data and update the Financial deck, submission for monthly business, unit cost calculation and Business Review
- Review accruals for Finance
- Work with Country Finance on the flash numbers and month-end variance
- Assist with Implementation/training and rollout across all countries for the programs
- Serve as liaison with ASEAN countries, manage day-to-day communications, and cross region projects.
- Assist in developing an effective communication strategy for both internal and external stakeholders providing regular updates on the CSC network.
- Ensure that projects and programs are effectively planned, monitored and driven while escalating and addressing key risks.
- Coordinate and work with various business partners in delivery projects/initiatives like LEAN, Process Standardization and Migration
- Oversee the BTSS team and provide support for shared services related matter for SG O&T

### **Qualifications**

- At least 5 years of experience in finance, business management areas
- Good program management skills and a proven track record on delivery
- Outstanding analytical and organizational skills with an attention to details
- Ability to connect and communicate with senior management and ability to engage the right stakeholders