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worldwide business.

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



Job Title Finance and Administrative Manager

Location	Macaé, Rio de Janeiro, Brazil
Contract	Full-time, permanent
Responsible to	General Manager
Responsible for	Finance and Administrative Analyst
Core Purpose	<p>The Finance and Administrative Department is seeking a competent, driven individual to join their team in support of the company's continued expansion.</p> <ul style="list-style-type: none">• The Finance and Administrative Manager oversees all finance, accounting, controllership, and administrative functions for OEG's operations in Brazil.• The Finance and Administrative Manager is responsible for ensuring that departmental activities comply with OEG requirements, both local and global budget targets and metrics, Quality Management System, customer standards, and all applicable local and international laws and regulations.• The Finance and Administrative Manager is also responsible for ensuring that all OEG personnel, both locally and globally, involved in finance and accounting activities clearly understands their scope of work and have the necessary information and resources to perform their duties effectively.• The Finance and Administrative Manager leads all team members within the department, such as Financial Assistants and Financial Analysts.• This role is responsible for planning and implementing initiatives that support the company's economic growth, based on data analysis and interpretation of the company's financial statements.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Responsible for collecting, interpreting, and reviewing financial information.• Produces financial reports related to budgets, accounts payable and receivable, bank reconciliation, and other reports that support informed decision making.• Reviews, monitors, and manages budgets, including cost and expense control through variance analysis (actual vs. budget), and provides forecasts to support future financial planning and trends.• Manages invoicing processes and retain taxes involved (ICMS, ISS, PIS, CONFINS, IRPJ), including import/export taxation and customs expenses.• Oversees tax calculations, accounting routines, and CPCs application.• Ensures compliance with municipal, state and federal reporting requirements, including areas such as DIRF, DCTF, DACTON, PER/DCOMP, SPED, SISCOSEV, DIPJ.

	<ul style="list-style-type: none"> • Implement and improve ERP's, including data base migration, accounting integration rules and other related processes, to ensure accurate, reliable and efficient financial reporting. • Supervises and coordinates department staff, fostering a motivated and engaged team culture. <p>To manage the outsourced CPA, ensuring that the suppliers is:</p> <ul style="list-style-type: none"> • Detailing the financial statements and overseeing the VAT bookkeeping and payroll process. • Performing duties in alignment with established procedures, including liaising with OEG's internal treasury, providing tax advice on a routine basis, assessing OEG's accounts payable for tax retention calculations and overseeing all tax returns for federal, state, municipal revenues, as well as Social Security and Ministry of Labor. • Ensure that all accounting, financial and taxation decisions made by OEG are strategically aligned to maximize business profitability in the Brazilian market. • Manage the entire recruitment and dismissal processes for local staff. • Develop and maintain strong relationships with clients at a senior level, ensuring effective representation of OEG. • Provide support in contract negotiations with suppliers, including, internet service providers, ERP System vendors, IT Services, CPA Support, legal consultants and banks. • Develop and review departmental procedures and forms, representing the department during ISO 9001 audits.
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> • a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance. • environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. <p>a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.</p>
Skills and Experience:	<ul style="list-style-type: none"> • Minimum of 10 years' experience in finance and accounting, or 5 years in a Finance and Administrative Manager role. • Excellent communication and presentation skills. • Demonstrates a strong analytical approach to work.

- Strong problem-solving skills and use of initiative.
- Strong negotiation skills and the ability to influence others.
- Demonstrates good attention to detail and a thorough, investigative approach to work.
- Good time management skills with the ability to effectively prioritise tasks.
- Ability to work collaboratively within a team and build strong working relationships.
- Quick and rational decision maker.
- Demonstrates the potential to lead and motivate others.
- Capable of working under pressure.

Qualifications:

- Degree in Accounting Sciences or Business Administration.
- Advanced proficiency in English.



Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

How to apply

To apply for this open vacancy, please submit your application via [LinkedIn](#).