Unitalent
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VACANCY NOTICE

REF: C12032025

POSITION	**ASSISTANT MANAGER (FINANCE)**
LOCATION	**KUCHING, SARAWAK**
INDUSTRY	**EDUCATION**
TYPE	**FULL TIME (*FIXED TERM CONTRACT*)**

JOB SUMMARY

The position will provide business performance support which will include developing and implementing business intelligence (BI) and tech savvy tools for data visualisation, business analysis for strategic planning and decision-making, budget and budgetary control, costing and management reports for Management Units, management of financial operations, risk management and annual unit action plan. In addition, the position will work closely with Manager, FBA on finance digitalisation transformation.

Key Responsibilities

1) Budget and Budgetary Control

- Work closely with the Manager, FBA to:
- Establish systems and processes to enable timely and accurate delivery of monthly management accounts and budget information.
- Assist in annual budget setting process, provide ongoing support and direction for the budget holders as well as investigating and reporting on variances.
- Provide accurate estimation of student number forecasting.
- Provide sustainability reporting for Executive Group, Executive Committee, Finance Committee, Board of Directors and Council meetings.

2) Financial Operations

- Administer financial operations, i.e. accounts payables, accounts receivables, bank reconciliation, cash flow updates, month-end and year-end closing process, year-end audit or ad-hoc audit, tax planning and other financial functions, such as tender evaluation, etc.

3) Business Intelligence (BI)

- Undertake and be accountable to:
- Develop the single source of truth and BI and data driven solutions, such as business analysis, simulation, data mining, data visualisation, sustainable business model or infrastructure and best practices for more data-driven decisions and support strategy planning.
- Work closely with Management Units for data collation and ensure that all project, courses or activities costings are financially feasible and accurate estimation of new or existing projects, courses or activities costing, viable new directions and information dissemination.
- Provide comprehensive and periodical measure and review key performance indicators to drive change, eliminate inefficiencies and swift adapt in a constantly changing environment.
- Apply BI and tech savvy tools to ensure the integrity and timeliness of the reports preparation for monitoring and driving University-wide Campus Plan and KPIs.

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4) Virtualising Finance Operations

- Assist Manager, FBA to digitalise the finance operations, such as replacing legacy systems financial, fixed assets management systems and reporting, etc. to address not just quick wins, but the medium and long-term view

5) Financial Planning

- In conjunction with Manager, FBA, assist Director, FBA to:
- Implement financial strategies and goals in line with the Campus Plan.
- Provide Continuous Process Improvement – Identifying the development needs and scrutinising workflow, policies & regulations and systems to streamline and improve the processes and operations (including staff reskilling, empowerment training and development)
- Manage FBA Unit Strategic Plans – compile and update unit strategic plan
- Performing Risk Management – provide updates on risk records associated with FBA and prepare follow-up action plans in accordance with the risk register Sarawak Campus.
- Ensure financial and legal compliances at all times according to relevant statutory and regulations as required.

6) Customer Service

- Collaborate with internal and external stakeholders to better understand, anticipate and meet the current and future needs of the Sarawak Campus:
- Assist Manager, FBA to implement high quality processes that document, assess, improve and deliver favourable service performances.
- Work effectively in cross-functional projects and teams.
- Be accessible for customer enquiries and respond to customers in a timely manner.

7) Liaison and Interaction

- On behalf of the Manager, FBA, liaise with the relevant Heads of Management Units and relevant stakeholders.
- Maintain good teamwork and interaction.

8) Finance Resources

- Assist Manager, FBA to provide accurate periodical financial and performance reports for Sarawak Campus including key financial indicators are available for use by the Executive Group, Board and Council, and relevant Committees

JOB REQUIREMENTS

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- A Bachelor's degree in Accounting or business-related discipline from a recognised institution. A Master's degree holder in a relevant area can be considered.
- Professional membership (ACCA/CIMA/MICPA/MIA).
- An additional Bachelor's degree in Computing-related discipline would be an added advantage.
- At least 3 - 5 years of relevant work experience in a commercial or audit environment, with minimum of one (1) year of supervisory experience.
- Excellent knowledge in operating BI or tech savvy tools, i.e. PowerBI, Tableau, UIPath, Python, etc.
- Have sound knowledge and experience in business analysis, budget and budgetary control process, forecasting, internal control, process improvement and risk management.
- A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.
- Self-starter, resourceful, thorough and detail-oriented in obtaining and producing financial information.
- A dynamic and proactive person with a strong technical knowledge and analytical skills.
- Ability to set priorities, plan work and meet deadlines in a dynamic environment.
- Demonstrated ability to operate other software application including Enterprise Resource Solutions (Oracle, SAP, Microsoft Dynamic, etc), Word, Excel, Powerpoint, Visio, Outlook etc.
- Demonstrated ability to multi-task.
- Good report writing skills.
- Demonstrated ability to work under limited direction and use initiative and judgments.
- Flexibility and adaptability in order to work under pressure and meet short and long-term deadlines.