

# VACANCY NOTICE

REF: JS03102024

<b>POSITION</b>	<b>ACCOUNTS EXECUTIVE</b>
<b>LOCATION</b>	<b>ULU TIRAM, JOHOR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

- Preparing Monthly Management Account / Cash flow
- Preparing Variance Report (Quarterly)
- Checking PRF (Budget Allocation) / Invoice / Payment
- Maintaining cash book
- Complete bank conciliation (OCBC)
- Maintaining Fixed Asset register
- Submission of SST / WHT
- Assist on auditors / Tax Agent query
- Assisting the Manager with all aspects of the development and effective operation of the function within the school.
- Assisting the Manager with operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash and the reconciliation of transactions.
- Completing administrative routines relating to orders, invoices, cheques, incomes, the receipt and distribution of goods and services.
- Undertaking general office, reception and administrative duties as required.

## JOB REQUIREMENTS

- Candidate must possess at least Professional Degree/ Bachelor's Degree in Finance/Accountancy or equivalent.
- Required language(s):English, Bahasa Malaysia, Mandarin (to communicate with foreign parents).
- At least 4 year(s) of working experience in the related field is required for this position.
- Preferably specialized in finance/ accounting or equivalent.
- Good team player and highly motivated.
- Able to work under pressure, independently and periodic tight deadlines.