



JOB DESCRIPTIONS

Position Title: **Finance Officer**

Reporting to: **Deputy Head, Finance Department**

Key Responsibilities:

1. Mission Float Management
 - Check Mission Expenses Report for CRV issuing
2. Expenses Analysis for Project Expenses Report
 - Check and verify all Journal Voucher (JV)
3. Field Office and Chapter Accounts
 - Prepare Field Office accounts – Philippine
 - Prepare Field Office accounts - Clinic Qatar (Ampang)
 - Prepare Field Office accounts - Clinic Qatar (Kajang)
 - Prepare Field Office accounts – MERCY Malaysia Covid19 Operation Hub (MCOH)
4. Bank Reconciliation
 - Prepare Bank Reconciliation (non-major bank - local currency)
 - Prepare Bank Reconciliation (non-major bank - forex currency)
5. General
 - Key in JV salary deduction
 - To receive and monitor Staff Allocation
 - Prepare JV and key-in Staff Allocation
 - Prepare JV - General adjustment and key-in into Biztrak
6. Finance / Account Management
 - Assist HOD as and when required
 - Project tracking and monitoring for internal and external (GL)
 - Assist in preparation of Organization's statutory accounts for external audit purpose
 - Review data keyed-in in database/Biztrak
7. To maintain proper record and filing all related documents
8. Other ad-hoc functions as and when required

Key Requirements:

1. At least Diploma holder or Bachelor Degree
2. Minimum 4 Year Experience
3. Fast learner and detail oriented
4. Computer knowledge required
5. Able to work independently with minimum supervision
6. Ability to work under pressure and meet strict deadlines
7. Ability to perform accurately and methodically following published procedures
8. Good command of English and Bahasa Malaysia