



## **JOB DESCRIPTIONS**

Position Title: **Finance Assistant**

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

### **Key Responsibilities:**

1. Donation, Training Fee & Membership Fee
  - Cash receive for donation & others
  - Key in data (OR) into Biztrak - anonymous, MBB2u, CIMBCLICKS, Ipay88, etc
  - Bank-in cheque / cash
2. Expenses Analysis for Project Expenses Report
  - Prepare Expenses Analysis for Mission Expenses Report submitted & Prepare JV - International Mission
  - Prepare Expenses Analysis for Mission Expenses Report submitted & Prepare JV - Domestic Mission
  - Key-in JV for Mission Expenses Report into Biztrak
3. Payment by Cheque & TT
  - Arrange & getting signs from signatories
  - Submit TT Form to the bank and follow up MM's copy
  - Sending proof of payment to related payee via email
4. Finance / Account Management
  - Assist HOD as and when required
  - Assist in preparation of Organization's statutory accounts for external audit purpose
5. To maintain proper record and filing all related documents
6. Other ad-hoc functions as and when required

### **Key Requirements:**

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