

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
 - Issue General Receipt (GR)
 - Issue Membership Receipt (MR)
 - Key in data (GR / MR) into Biztrak
 - Update GR/MR database in Excel
2. Petty Cash Management
 - Prepare payment for Petty Cash
 - Issue Cash Voucher
 - Key-in CV into Biztrak
 - Prepare & update petty cash movement in Excel
 - Double check Petty cash register in Excel vs Biztrak - make it tally
 - Cash count
 - Petty Cash receive from Cash Advance & verify all receipts return
 - Ensure all advance taken returned
3. Organization Credit Card Management
 - Issue Credit Card Voucher
 - Key-in Credit Card Voucher into Biztrak
 - Key-in JV for Credit Card
 - Reconcile Credit Card in bank statement vs Biztrak - make it tally
4. 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
5. Field Office and Chapter Accounts
 - Prepare chapter accounts – Sarawak & Sabah
6. Others
 - Issue invoice to payee/donor
 - To receive and monitor stock report - Logistic, Merchandise
 - Prepare JV for stock - Logistic, Merchandise (Opening & closing stock)
 - Key-in JV for stock into Biztrak - Logistic, Merchandise
 - Prepare JV - General adjustment and key-in into Biztrak
7. 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
 - Set forex currency in Biztrak Accounting System
8. To maintain proper record and filing all related documents
9. 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