

GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT OCT/NOV 2017

FINANCE AND ACCOUNTS OFFICER

A. Job Description

The Finance and Accounts Officer is responsible for preparing financial statements, maintain cash controls, preparing payroll and personnel administration, monitoring and processing purchasing matters, maintaining accounts payable. She or he will be supporting the Administrative and Finance Department, and is expected to perform the following tasks and responsibilities in an accurate, timely and highly professional manner.

B. Task and Responsibilities

- Administer and monitor the financial system to ensure that the municipal finances are maintained in an accurate and timely manner.
- Ensure all transactions are properly recorded and entered into the computerized accounting system.
- Ensure security and legitimacy for all cash flow in and out.
- Establish and maintain supplier and consultant accounts.
- Coordinate and assist the annual audit.
- Oversee purchase ordering and process purchase invoices for payments
- Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all transactions.
- Prepare and present accounts and financial statements during Board of Directors meetings.
- Administer employee files and record in order to ensure accurate payment of benefits and allowances.
- Administer the monthly payroll in order to ensure that employees are paid in an accurate and timely manner.
- Monitor and maintain of stores and fixed assets register.
- Ensure all financial regulations are strictly adhered to.
- Establish and maintain effective working relationship with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

C. Requirements

- Bachelor's Degree in Accounting or related field.
- Membership with a recognized Chartered Accounting body will be an added value.
- Knowledge of word processing equipment and computers with proficiency required in MS Word, MS Excel, MS Power Point, and other related accounting programs such as SQL Payroll and UBS Accounting Software
- Highly effective organizational skills.

- At least three (3) years of relevant working experience in related field or position.
- Willingness to work on weekends or in the evenings.
- Able to work independently, collectively, and in responsible manner.

D. Application

- Complete the application form ([download from here](#)).
- Attach your latest and most persuasive resume.
- Attach an appealing cover letter (tell us why are you the best candidate for this position and your expected salary).
- Send all documents to hr@gtwhi.com.my by 10 November 2017.
- Shortlisted applicants will be notified for interview.