

**GEORGE TOWN WORLD HERITAGE INCORPORATED  
FINANCE AND ACCOUNTS ASSISTANT  
ADMINISTRATION AND FINANCE DEPARTMENT**

**Job Description**

The Finance and Accounts Assistant is responsible to provide support to the Financial and Accounting Officer on all finance and accounting related services. She or he shall perform the following task and responsibilities in a highly professional manner.

**Task and Responsibilities**

- Prepare documents and process accounts transaction in an accurate and timely manner.
- Ensure proper maintenance of accounting records and filing with completeness of supporting documents.
- Petty cash custodian.
- Process expenses claim.
- Ensure updated count of the company's stocks and assets by coordinating physical inventory checks on a bi-monthly basis.
- Maintain proper records on inventories and fixed assets.
- Maintain monthly management reports.
- Ensure reports in a timely manner, ensuring delivery deadlines.
- Assist Finance and Accounts Officer in Preparation of full set accounts.
- Scrutinise invoices and expenses forms to ensure payments accord to the company's compliance policies, and statutory procedures and requirements.
- Prepare the monthly management accounts and reports.
- Assist the Finance and Accounts Officer in the auditing process and queries.
- Ensure compliance of internal controls and financial procedures.
- Perform related accounting assignments.
- Establish and maintain effective working relationships with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

**Requirements**

- Bachelor's Degree/Post Graduate Diploma in Finance or related field.
- 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 UBS Accounting or other related software.
- Highly effective organizational skills.
- At least two 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.
- Able to start work immediate or within short notice is added advantage.

### **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](mailto:hr@gtwhi.com.my) before 30 April 2018.
- Only shortlisted applicants will be notified for interview.