

## **GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT MAY/JUNE 2018**

### **ADMINISTRATION AND FINANCE MANAGER**

#### **Job Descriptions**

The Administrative and Financial Manager is responsible to lead the administrative and financial section in accordance to the vision and mission of George Town World Heritage Incorporated. She or he shall take the lead in the planning, management, and execution of all matters related to the company's administrative, budgeting, human resource management matters in a highly professional fashion.

#### **Tasks and Responsibilities**

##### ***Financial Management***

- Prepare and manage company cash flow and forecasting.
- Provide quarterly reports to be submitted to the State Finance Department.
- Oversee all financial, project/program and grants accounting. Ensure that all state government funded projects are in accordance with the approved budget and project delivery requirements.
- Lead the preparation of the annual budgeting and submission process related to all project and program grants.
- Monitor progress and changes and update the project and program grants financial status in the SPPN system.
- Implement a robust contracts management and financial management and reporting system.
- Ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Update and implement all necessary company policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Supervise and implement the company's accounting policy on a daily basis in accordance with approved accounting standards, compliance with statutory, GLCs compliance, corporate policies and other regulatory requirements.

##### ***Human Resources and Administration Management***

- Design, develop and maintain the recruitment process in the company.
- Set up interviews and issue relevant correspondence
- Ensure the relevant human resource database is up to date, accurate and complies with legislation.
- Supervise and evaluate the performance of management and staff.
- Manage employees' compensation and benefits such as medical and life insurance, SOSCO and KWSP contribution and other incentives as approved by the Board of Directors.
- Plan, organize and conduct training programs for new and current staff in the departments.
- Maintain the Asset Register and inventories.

- Develop, supervise and manage office maintenances schedule.

### *Others*

- Supervise communication systems by identifying needs; evaluating options; maintaining equipment.
- Supervise and manage e-filing systems.
- Evaluating the potential information technology system for improvement office administration and communication.
- Attend other duties and meetings as instructed by the General Manager.

### **Requirements**

- Bachelor Degree (or above) in related field.
- A minimum of 10 years (or above) accumulated working experience.
- Professional management capacity with interpersonal skills.
- Able to work independently, collectively, and in responsible manner.
- Interest in and concern on heritage conservation and related issues will be added value.

### **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 June 2018.
- Only shortlisted applicants will be notified for interview.