

## **GEORGE TOWN WORLD HERITAGE INCORPORATED RECRUITMENT NOTICE (AUGUST 2022)**

Position : Finance and Accounts Officer  
Department : Department of Administration and Finance  
Reports To : Administration and Finance Manager  
Supervises : Nil

### **1. Job Description**

The Finance and Accounts Officer is responsible to prepare financial statements, maintain cash controls, prepare honorarium and personnel administration, monitor and process purchasing matters, and maintain 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.

### **2. Responsibility and Authority**

- a) Administer and monitor the financial system to ensure that the municipal finances are maintained in an accurate and timely manner.
- b) Ensure all transactions are properly recorded and entered into the computerized accounting system.
- c) Ensure security and legitimate for all cash flow in and out.
- d) Establish and maintain supplier and consultant accounts.
- e) Coordinate and assist the annual audit.
- f) Oversee purchase ordering and processing purchase invoices for payments.
- g) Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all transactions.
- h) Prepare and present accounts and financial statements during Board of Directors meetings.
- i) Administer employees' leaves records and medical claims.
- j) Monitor and maintain stores and fixed assets registers.
- k) Ensure all financial regulations are strictly adhered to.

- l) Assist in the Human Resource matters including staff leaves management, staff claims management, new staff orientation, staff departures management, and staff insurance matters.
- m) Establish and maintain effective working relationships with colleagues.
- n) Undertake other duties and attend meetings as assigned by the General Manager.

### **3. Qualification and Experience**

- a) Bachelor Degree or any higher qualification in the field of finance, accounting or related field.
- b) At least three years of relevant working experience.
- c) Knowledge of word processing equipment and computers with proficiency required in Microsoft System Word, Excel, Power Point, and other related accounting programs such as UBS Accounting Software.
- d) Strong ethics, with an ability to manage confidentiality.
- e) Good interpersonal and communication skills.
- f) Able to work independently, collectively, and in a responsible manner.

### **4. Application**

- a) Fill in the Application Form Online ([GTWHI Employment Application](#)).
- b) Only shortlisted applicants will be notified for interview.
- c) Write to hr@gtwhi.com.my for more information.

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