

**GTWHI\_JD-02-03-02**  
**FINANCE AND ACCOUNTS ASSISTANT 2**

- 1. Job Title** : Finance and Accounts Assistant 2
- 2. Department** : Administration and Finance
- 3. Reports to** : Administrative and Finance Manager
- 4. Supervisee** : Nil

**5. Main Purpose of Job**

The Finance and Accounts Assistant 2 is responsible to assist in all finance and accounting-related services. The Finance and Accounts Assistant 2 reports to the Administrative and Finance Manager.

- 6. Type of Contract** : Full-time
- 7. Duration** : Open-ended

**8. Duties**

- a) Assist in the preparation of documents and process account transactions in an accurate and timely manner.
- b) Assist in the proper maintenance of accounting records and filing with the completeness of supporting documents.
- c) Act as the petty cash custodian.
- d) Check and process staff monthly claims.
- e) Ensure updated count of the company's stocks and assets by coordinating physical inventory checks on a bi-monthly basis.
- f) Maintain proper records on inventories and fixed assets in the management report.
- g) Maintain the accounting system and ensure all data are recorded according to accounting standards.
- h) Ensure reports are in a timely manner, ensuring delivery deadlines.
- i) Assist the Finance and Accounts Officer in preparing a full set of management accounts.
- j) Scrutinize invoices and expense forms to ensure payments accord with the company's compliance policies, and statutory procedures and requirements.
- k) Prepare the monthly management accounts and other reports.

**GTWHI\_JD-02-03-02**  
**FINANCE AND ACCOUNTS ASSISTANT 2**

- l) Assist the Finance and Accounts Officer in the auditing process and queries.
- m) Ensure compliance with internal controls and financial procedures.
- n) Perform related accounting assignments.
- o) Provide cross-department support as assigned.
- p) Provide task updates to the management monthly.
- q) Ensure the integration of gender equality, cultural diversity and human rights-based approach in program/activity design, implementation and reporting.
- r) Maintain proper working file records and documentation.
- s) Establish and maintain effective working relationships with colleagues.
- t) Undertake other duties as assigned by the supervisor or the General Manager.

**9. Requirements**

- a) Bachelor's degree or higher qualifications in finance, accounting or related field.
- b) No established working experience is required.
- c) Proficiency in English and Malay (both oral and written) is required; knowledge of Mandarin or Tamil is an advantage.
- d) Knowledge of computer applications, particularly Microsoft Office and UBS Accounting Software.
- e) Genuine enthusiasm for, interest in and understanding of George Town's heritage.
- f) Good communication, engagement and interpersonal skills.
- g) Trustworthy and strong work ethic with high integrity.
- h) Highly organized with meticulous attention to detail.
- i) Proactive nature.
- j) Self-motivated and able to work independently, collectively, and in a responsible manner.
- k) Willingness to work on weekends or in the evenings to mitigate and address urgent matters.

\*\*\*