

VACANCY NOTICE

REF: J16112022

POSITION	ACCOUNTING MANAGER
LOCATION	PETALING JAYA, SELANGOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

The Accounting Manager is responsible for the financial management of the Council and the international and private schools in the Council's portfolio. The Accounting Manager is tasked with overseeing day-to-day accounting functions, the integrity of the financial systems, integrating finance operations, financial planning, forecasting, and budgeting, preparing financial reports, liaising with auditors, and ensuring organizational financial stability.

The Accounting Manager is required to work with the school's leadership team to improve the school's financial performance including evaluating and managing risk, ensuring compliance with regulations, publishing financial statements, overseeing accounting operations, analyzing financial data, monitoring expenditure, forecasting revenue, coordinating auditing processes, and ensuring the accuracy of financial information both at Council and schools.

Roles and Responsibilities

- Preparing financial and management reports.
- Analysing financial data.
- Develop, implement and monitor internal controls.
- Overseeing and preparing financial statements.
- Develop Financial Plans and forecasting
- Coordinating budgeting processes.
- Managing financial transactions.
- Streamlining accounting functions and operations.
- Developing plans for financial growth.
- Evaluating and managing risk.
- Coordinating audit processes.

JOB REQUIREMENTS

- Bachelor's degree in accounting or equivalent.
- Proven experience in finance management.
- Good communication skills.
- Strong leadership qualities (teamwork).
- Excellent interpersonal skills (influencing).
- Sound knowledge of accounting fundamentals and internal controls.
- Audit experience.
- Compliance oriented.
- Proficiency in accounting software.
- Analytical skills