



JOB DESCRIPTION

POSITION : Head of Finance

THE PERSON FOR THE JOB

This person will support the GCFO in managing the organization's overall financial and accounting functions that include preparation of financial statements, taxation, financial planning & analysis, budgeting, cash flow management, developing and the implementation of financial related systems, policies and procedures.

Requirements

- Applicants should possess a Master or Bachelor Degree in Accounting related field and have at least 10 years of experience in senior finance position.
- Applicants must be a qualified accountant and / or member of the Malaysian Institute of Accountants.
- Able to prepare financial statements in accordance to the established accounting standards and Companies Act 2016.
- Able to manage, prepare and monitor the institution's treasury, annual budget and strategic plans.
- Has exposure in tax planning and ensure timely tax submission.
- Experience in ERP system and other systems related to financial and accounting.
- Able to lead and take charge of financial and accounting systems by liaising with the related departments to develop, implement, enhancing when necessary or maintaining the standard operating procedures.
- Good understanding of the relevant laws and regulations to ensure compliance.
- Able to make good communication with the bankers, auditors, tax and other relevant government bodies
- Able to supervise and coordinate the resources within the Finance department.
- Excellent in analytical and problem solving skills.
- Experience with online and distance learning, with a high level of oral and written competence in both English and Bahasa Malaysia.