

# VACANCY NOTICE

<b>POSITION</b>	<b>MANAGER, FINANCE</b>
<b>LOCATION</b>	<b>PENANG, MALAYSIA</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>

## JOB SUMMARY

This person manage 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

## JOB REQUIREMENTS

- Applicants should possess a Master or Bachelor Degree in Accounting related field and have at least 5 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.