

## **VACANCY ADVERTISEMENT**

Position : **EXECUTIVE (FINANCE)**

Category : Junior Management

### **JOB PURPOSE:**

Responsible to administer the financial resources in accordance to the rules and procedures in the areas of financial accounting, management accounting and financial planning.

### **JOB RESPONSIBILITIES:**

- Develop, implement and maintain the EC's accounting system;
- Administer full set of accounts, budgeting, expenses, revenue and cash flow;
- Manage and implement EC's investment portfolio;
- Ensure timely month-end closing and preparation of management accounts and other reports related to the stakeholders on a monthly, quarterly and yearly basis;
- Assist in reviewing and developing accounting policies and procedures and monitor compliance;
- Monitor and report on monthly, quarterly and yearly budget performance;
- Receive and respond to inquiries and complaints and resolve financial issues from internal and external customers;

**REQUIREMENTS:**

- Possess at least a Bachelor's degree in Accounting / Finance or any related field from a University accredited by the Government; Applicants with a master degree shall have an added advantage;
- Minimum of five (5) years of working experience in accounting/finance or a similar role;
- Possesses a designated level of professional skill and/or knowledge in financial management and keeps current with developments and trends in area(s) of expertise.
- Have broad understanding of financial management and economic principles to ensure decisions are fiscally sound and responsible.
- Possess good interpersonal skills and strong analytical skills;
- Exhibit due diligence in executing assigned tasks;
- Possess a positive outlook, disciplined and results-oriented; AND
- Eloquent in Bahasa Malaysia and English language, both written and spoken.

The candidates who meet all the required criterias will go through a thorough selection and assesment process. Kindly email your application to [recruitment@st.gov.my](mailto:recruitment@st.gov.my) . Only selected candidates will be notified.