

ANNEX 1

St Joseph's Institution International School Malaysia

Title	Finance Executive
Reports to	Bursar
Department	Central Administration

- Full spectrum of accounting and finance responsibilities including financial report and cash flow reporting and management
- Preparation of schedules as required by auditors and tax advisors
- Checking and reviewing claims and invoices
- Preparation of payments
- Ensure monthly committed payments are made within deadlines
- Ensure accurate and time reporting and submission of monthly/periodic financial and management reports
- Liaise with auditors, tax agents, banks and other statutory bodies
- Ensure accounting records are in compliance with statutory requirements
- Assist in budget preparation
- Financial analysis between budget and actual
- Implement and maintenance of internal controls and compliance with Financial Reporting Standards and Standard Operating Procedures and Policies
- Preparing pupils' bills and collecting all fees and activities.
- Keeping analysis of costs and other statistical records.
- Compliance on taxation matters.
- Advising on the financial implications of all charitable activities of the school.

In addition, any other reasonable duties as requested by the President, CEO or Bursar