

St Joseph's Institution International School Malaysia

Title Finance Executive
Reports to Finance Manager/ Bursar/ School Principal
Department Central Administration

- Assist in all Finance functions to ensure day-to-day operations of overall accounting and financial activities
- Checking and reviewing claims and invoices
- Preparation of payments and ensure monthly committed payments are made within deadlines
- Assist in preparing pupils' bills and collecting all fees and activities
- Ensure accounting records are in compliance with statutory requirements
- Keeping analysis of costs and other statistical records
- Ensure that financial transactions are properly updated and recorded
- Assist in preparation of schedules as required by auditors and tax advisors
- Compliance on taxation matters
- Implement and maintenance of internal controls and compliance with Financial Reporting Standards and Standard Operating Procedures and Policies
- Perform other accounting / finance related duties or tasks as assigned from time to time

In addition, any other reasonable duties as requested by the Finance Manager, Bursar or School Principal