



## St. Joseph's Institution International School Malaysia

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance Executive</b>
<b>Reports to:</b>	<b>Bursar / Finance Manager</b>
<b>Section / Department:</b>	<b>Central Administration</b>

#### **Responsibility:**

- Checking and reviewing claims and invoices.
- Scrutinising and pass for payment all invoices received in the school.
- Ensure monthly committed payments are made within deadlines.
- Attend to parents' enquiries on students' accounts and outstanding balances.
- Keep analyses of costs and other statistical records.
- Monthly review and follow up on the outstanding items on the balance sheet schedules, ensure all relevant items are cleared timely.
- Assist in preparation of schedules as required by auditors and tax advisors.
- Assist in liaising with auditors, tax agents, banks and other statutory bodies.
- Assist in accounting records are in compliance with statutory requirements.
- Assist in the maintenance of internal controls and compliance with Financial Reporting Standards , Standard Operating Procedures and Policies and taxation matters.
- Assist in any ad-hoc assignments.

#### **Job Requirements:**

- Bachelor's degree or higher in Accountancy or Banking equivalent.
- One year experience in Accounting and Financial Planning. Fresh graduates are encouraged to apply.
- Able to work independently with minimum supervision and able to meet deadlines.

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

This job description sets out the duties of the position at the time it was drawn up. The position holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the position.