



## IJN COLLEGE

We are looking for suitable and qualified candidate for the following position:

### **EXECUTIVE - FINANCE (CONTRACT) IJN COLLEGE**

#### **Responsibilities**

- Take charge on IJN College's financial related matters inclusive but not limited to invoicing, billing, payment, budget etc.
- Liaise with PTPTN, PTPK, MARA, JPA, financial institutions, sponsors and students on tuition fees and other financial matters pertaining to training and education.
- Prepare and ensure payment and claim to be submitted to relevant departments within stipulated time.
- Work closely with Finance Department on matters pertaining to IJN College financial operations and prepare yearly budget, courses and events.
- Assist Finance Department on daily cash flow requirement, electronic funds transfer with Account Payable Unit and inter-bank account funds transfer.
- Perform other duties assigned by superior and the management.

#### **Requirements**

- Possess Bachelor Degree in Accounting.
- Members of Malaysian Institute of Accountants.
- Minimum of three (3) years of experience in treasury operation and financial accounting with higher educational institutions.
- Possess technical knowledge and skills in accounting, report writing, analytical & computing.
- Able to work independently, meticulous with high level motivation.
- Proficient in computer skills including Microsoft Office.

#### **Closing Date**

8<sup>th</sup> April 2021

**Talent Acquisition Unit  
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.  
Only SHORTLISTED candidates will be contacted.**