



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

**ASSISTANT**  
*FINANCE DEPARTMENT*

**Responsibilities**

- Assist Executive in Account Payable (AP) functions, treasury functions inclusive petty, cash and closing of accounts for IJN College.
- Check all suppliers invoices/credit note/debit note with and without purchase orders received are supported by original tax invoices, supporting document or other authorized documents.
- Perform key in invoices with PO (Purchase Order) and without PO and perform payment via cheque or online (M2E) and JOMPAY correctly and timely as per the term of payments and maintain of GR/IR accounts.
- Prepare and submit SST return for approval every two months for timely payment to tax authorities.
- Liaise with IJN College operation, payment signatories and suppliers on Accounts payables matters.
- Perform filling of documents for AP and GL for IJN College and other administrative documents related to IJN College.
- Assist in any ad-hoc task assigned by superior.

**Requirements**

- Diploma in Accounting with at least 3 years working experience.
- Knowledge and skills in accounting and computing.
- Knowledge in using spreadsheet and standard office applications.
- Knowledge and experience in education industry operation and operating SAP- Accounts Payable Module and FICO is an advantage.
- Good communication skills both verbal & written.
- Pro-active, independent and able to work with minimal supervision.

**Closing Date**

23 March 2023

**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.**