



INSTITUT JANTUNG NEGARA
National Heart Institute

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

EXECUTIVE
FINANCE DEPARTMENT

Responsibilities

- Assist in financial operation of Account Payables (AP), General Ledger (GL) and treasury matters of IJN College.
- Perform timely closing of accounts and prepare management accounts/financial statements inclusive bank reconciliation of IJN College.
- Assist in preparing financial, management reports and other relevant reports as required.
- Prepare and maintain monthly audit schedules (income statement/balance sheet) and liaising with auditors for financial audit.
- Assist in handling company tax inclusive preparation of tax information for annual tax computation and relevant tax (SST) matters for IJN College.
- Assist in managing financial SAP system and understand the College Management System operation and its integration with SAP.
- Assist in any ad-hoc task assigned by superior.

Requirements

- Bachelor Degree in Accounting or relevant professional qualification with at least 2 years working experience in related field.
- 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

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200



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