



INSTITUT JANTUNG NEGARA
National Heart Institute

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

SENIOR EXECUTIVE *FINANCE DEPARTMENT*

Responsibilities

- Manage the financial operation of Account Payables (AP), General Ledger (GL) and treasury matters of IJN College.
- Manage and maintain full set of accounts (monthly/yearly), financial audit and taxation matters of IJN College.
- Maintain chart of accounts, accounting and internal controls to comply with the company's policies and procedures, accounting and reporting standards as well as other related regulations and legislations.
- Provide timely financial reporting, management reporting inclusive variance analysis, statutory required submission and other ad-hoc reporting related to IJN College financial.
- To perform Cash Flows forecasting, annual budget planning and other financial projections as and when required by the Management.
- Attend IJN College management meeting and relevant operational meeting.
- Participate in preparing fess structure for new course / program or fee revision.
- Manage financial SAP system and understand the College Management System operation and its integration with SAP.
- Manage and liaise with internal and external auditors, tax consultants and other authorities related to financial of IJN College.
- Manage staff performance, learning and development growth.

Requirements

- Bachelor Degree in Accounting or relevant professional qualification with more 5 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.

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.**