



INSTITUT JANTUNG NEGARA
National Heart Institute

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

ASSISTANT
FINANCE DEPARTMENT

Responsibilities

- To assist in preparing invoices in a timely manner using accounting software and ensure invoices reaches students on time.
- Able to adhere to deadlines (fee collection and compile documents)
- Send reminders to students who have outstanding fees to notify them to make payment in a semester basis.
- Respond and resolve students or parent's concerns and inquiries on the outstanding and payment arrangement in a friendly and professional manner.
- Answer emails and telephone calls as well as communicate messages to the relevant Finance personnel.
- Assist with administrative tasks such as sorting and filling documents, making copies and scanning as well as other simple administrative duties.
- Assist the student finance team if they have an add-hock responsibility (urgent tasking) including in solving students and parents' enquiries regarding PTPTN.

Requirements

- Diploma in Accounting with at least 3 years' experience.
- Knowledge and experience in education industry operation and operating SAP – Accounts Payable Module and FICO is an added advantage.
- Working knowledge and skills in accounting & computing.
- Knowledge in using spreadsheet and standard office applications.

Closing Date

3rd October 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.**