



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

**EXECUTIVE, TREASURY & CASH MANAGEMENT**  
*FINANCE DEPARTMENT*

**Responsibilities**

- To liaise, co-ordinate and communicate with banks and fund managers for placement of deposits and investment.
- To administer investment activities for compliance with the IJN investment policy.
- To prepare fund assessment report and presentation of Fund Performance Review to management quarterly.
- To ensure daily cash, cheque and etc. received from AR Unit for bank in process into current accounts for IJNSB.
- To assist formulation policies and procedures for treasury and cash management matters.
- To issue receipt and receive payment from customer and tenant for IJN International Sdn. Bhd.
- To monitor the customer master maintenance in SAP IJN International Sdn. Bhd.
- Process and tracking incoming payment for issuing receipt in IJN International Sdn. Bhd. when receive payment from customer:
  - Issuing receipt for incoming payment for invoice inclusive Inter-co.
  - Issuing receipt for incoming payment without invoice.
- To prepare summary daily payment receive and handover the cash and cheque to treasury and cash management unit for bank in.
- Prepare necessary documentation for transfer of funds, placements, withdrawals and renewals of fixed deposits, repurchase agreements and investments for IJN Group.
- To check schedules for investment incomes, fixed deposit, repurchase agreement, short-term deposits, and investment.
- To monitor payment received in bank and Inter-co clearing for issuing invoice in IJN International Sdn. Bhd.
- To be responsible for month end closing inclusive journals when necessary of SAP AR module on monthly basis for IJN International Sdn. Bhd.

## Requirements

- Bachelor Degree in Accounting or other relevant professional qualification and a member of the Malaysian Institute of Accountants.
- 3 years in experience in treasury operation, investment and financial accounting.
- Technical knowledge and skills in accounting, report writing, analytical and computing is expected.
- Advanced skills in Microsoft office applications i.e. Microsoft Words, Excel & Power Point is required.

## Closing Date

3<sup>rd</sup> 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.**