



Council Of Education

Position : Finance Executive
Location : Petaling Jaya, Selangor

Job Summary

The Finance Executive will be responsible for general accounting, accounts receivable, accounts payable, journal entries and preparing accurate and timely financial reports and statements.

Key Duties & Responsibilities:

1. Process suppliers' invoices and payments and ensure adherence to requirements, policies and guidelines.
2. Prepare accounting documentation such as journal vouchers, debit/credit notes, receivables, etc
3. Prepare monthly financial reports and management accounts.
4. Provide data analysis and other management data for management decisions.
5. To handle any ad-hoc administrative tasks assigned.

Job and Person Specification

Essential Specification

1. Candidates must possess at least a Diploma/Advanced/Higher/Graduate Diploma, Bachelor's Degree/Post Graduate Diploma/Professional Degree in Finance/Accountancy/Banking or equivalent.
2. Required language(s): English, Bahasa Malaysia
3. At least two (2) year(s) working experience in the related field is required for this position.
4. Knowledge in the following software: Microsoft Office and Accounting software (MYOB, Sage300 or ERP equivalent.)

Desirable Specification (Added advantage)

1. Junior Executive specialized in Finance – General/Cost Accounting or equivalent.
2. Able to handle a full set of accounts.

Safeguarding Commitment

The Methodist Council of Education is committed to safeguarding and promoting the welfare and safety of our students and expects all staff members to share this commitment.