

## Job Description – NUMed Malaysia Sdn Bhd

### Finance Executive NUMed Malaysia

#### Main Purpose

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The Finance Executive provides support to the Finance Manager and Senior Finance Manager in providing financial services to the University, in line with the business needs and organisational finance strategy.

The post-holder is responsible for handling the operational financial administration within the University and ensuring that all the financial transactions are in line with the University's financial regulations and procedures, in order to achieve the University's long term finance goals, vision and mission.

#### Main Duties and Responsibilities

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This role includes but is not limited to the following tasks/duties:

##### A. NUMED MALAYSIA SDN. BHD.

1. Handle Accounts Payable function which includes performing three-way match to ensure that only valid and accurate vendor invoices are paid, record the expenses in the appropriate general ledger accounts in SAGE300 system, perform accrual of obligations / expenses, reconcile payments to Creditors Ledger balances as well as post batch payment in SAGE300 system for month end closing of accounts to ensure completeness and accuracy of financial records.
2. Handle the Annual Budget monitoring process, ensure supplier and internal invoices are captured into the SAGE300 system based on the correct budget head code and ensure amount is within the allocated budget as well as preparing the quarterly Budget Variance report for presentation to the Head of Services to ensure an effective resource planning and to rectify significant variances.

## **Job Description – NUMed Malaysia Sdn Bhd**

3. Handle the Indirect Taxes submission with the Customs Department and the Inland Revenue Board of Malaysia (IRB) to ensure taxes are paid in a timely manner to avoid penalty, keep abreast with indirect taxes policies and ensure timely submission of the tax return to the regulatory bodies.
4. Assist with processing cheque and cash requisitions, pro-forma invoices and external invoices, ensure payment requests are duly approved and supported with appropriate documentation, create Payment Voucher batch and upload onto SAGE300 banking module, update suppliers' listing and upload generated files onto HSBCnet platform, email payment advice to payees as well as maintain files of the full set of processed document for audit trail.
5. Assist with completion of the Income Statement Analysis required by the tax agent to ensure timely submission of the corporate tax return to the Inland Revenue Board.
6. Prepare audit schedules and attend to queries raised by the Auditors during the interim and final audit on Accounts Receivable process and records as well as other accounting processes and financial records to ensure a clean audit report.
7. Support the Senior and Finance Manager in day-to-day financial operations and transactions, assist with ad-hoc finance-related projects as well as provide general administrative support to the Finance section to ensure an effective, responsive and proactive service is provided across all sections.

### **B. NEWCASTLE PRIMARY & SPECIALIST CARE CLINIC SDN. BHD.**

1. Handle Accounts Payable function which includes performing three-way match to ensure that only valid and accurate vendor invoices are paid, record the expenses in the appropriate general ledger accounts in SAGE300 system, perform accrual of obligations / expenses, reconcile payments to Creditors Ledger balances as well as post batch payment in SAGE300 system for month end closing of accounts to ensure completeness and accuracy of financial records.
2. Handle the monthly payroll arrangement by working with the outsourced payroll service provider to ensure timely processing, compile data from payroll

## Job Description – NUMed Malaysia Sdn Bhd

sources for submission to the provider, review reports prepared by provider to ensure accurate earnings and deductions, ensure prompt salary disbursement to employees and timely remittance to statutory bodies to ensure compliance with regulatory requirements.

3. Handle the Annual Budget monitoring process, ensure supplier and internal invoices are captured into the SAGE300 system based on the correct budget head code and ensure amount is within the allocated budget as well as preparing the quarterly Budget Variance report for presentation to the clinic PIC and NUMed Dean of Clinical Affairs to ensure an effective resource planning and to rectify significant variances.
4. Work with Finance Manager to estimate the clinic’s operating expenditures, as well as forecast the revenue in order to produce an annual budget for the Senior Manager’s review.
5. Assist with completion of the Income Statement Analysis required by the tax agent to ensure timely submission of the corporate tax return to the Inland Revenue Board.
6. Prepare audit schedules and attend to queries raised by the Auditors during the interim and final audit on accounting processes and financial records to ensure a clean audit report.

### Person Specification

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	Qualifications	Essential or Desirable ( E or D)
1	Degree in Accountancy and/or equivalent years of relevant experience in the related field.	E
	<b>Knowledge, Skills and Experience</b>	
1	Minimum 5 years’ experience in finance / accounting related jobs.	E
2	Experience of working with relevant accounting softwares.	E
3	Experience of working independently and dealing with	D

## Job Description – NUMed Malaysia Sdn Bhd

	unforeseen problems and circumstances.	
4	Comprehensive knowledge of the work practices, processes and procedures relevant to the role.	E
5	Clear understanding of the standards and regulations set for the conduct and output for the role.	E
6	Proven written and verbal communication skills.	E
	<b>Attributes and Behaviours</b>	
1	Collects relevant and available information from as many sources as possible.	E
2	Has an eye for detail, spotting errors and ensuring accurate information.	E
3	Identifies quickly what is important and prioritises accordingly.	E
4	Uses systems and tools to ensure records and audit trails are clear and up to date.	E
5	Uses visual and verbal presentation to add impact.	E
6	Chooses communication tools appropriately e.g. selective use of emails and other channels of communication.	E
7	Willing to help others and share workloads.	E
8	Gets involved with team tasks.	E

HR Office Use Only	
SAP Position Number:	
Grade:	
Effective Date:	07/03/2019