



## JOB DESCRIPTION

<b>Job Title:</b>	Finance Executive
<b>School/Department:</b>	Finance Office
<b>Job Family and Level:</b>	Level 3A
<b>Reporting to:</b>	Assistant Finance Manager
<b>Purpose of role:</b>	Assist and ensure the Accounts payable and treasury team processes the company's accounts payable and payment in an accurate, efficient and timely manner.

### Generic roles:

No.	Description
1.	Supervise and monitor accounts payable and treasury team on day-to-day work.
2.	Prepare monthly, quarterly, annual and ad-hoc reports when required.
3.	Reconcile records and accounts in assigned area responsibility when required.
4.	Assist with internal and external audit and tax data when required.
5.	Liaise with internal and external stakeholders on financial-related matters when required.
6.	Assist managers on day-to-day banking processes related to treasury matters.
7.	Demonstrate UNM values in each aspect of daily work and interaction with internal and external stakeholders.



**Specific roles:**

No.	Description	Required Competency
1.	<p>Payable: Ensure the team's work is accurate and invoices and payment transactions using the correct Finance process.</p> <p>PIC for the creation of AP and AR codes in the accounting system.</p> <p>Conduct training with other departments to explain Finance SOP related to accounts payable and treasury when required.</p>	<p>Teamwork and Team Leadership - taking accountability for work delegated to team members.</p> <p>Time Management - be able to manage tasks effectively and constantly within given deadlines.</p> <p>Managing resources to manage task delivery processes and deadlines.</p> <p>Interpersonal Communication - able to share information willingly and on a timely basis.</p>
2.	<p>Treasury:</p> <p>Manage funds and oversee master cashbook daily and propose placement with bank/BHB if surplus fund.</p> <p>Liaise with bankers on the day-to-day operations related to treasury matters.</p>	<p>Interpersonal Communication - able to interact with external stakeholders in an attentive, friendly, courteous and respectful manner.</p> <p>Collaborative- able to build good repo with external stakeholders and ensure that any disagreement is handled in a positive manner.</p> <p>Analytical thinking - able to identify causes and effects of actions and also anticipates and plan ahead about next steps.</p>
3.	<p>Support the month-end process by providing supporting documentation for month-end journals with full reconciliation on the accounts related to Account payable and treasury unit.</p>	<p>Time Management - be able to manage tasks effectively and constantly within deadlines.</p> <p>Analytical thinking - able to analyse verbal and numerical data and also able to identify causes and effects of actions.</p>



4.	Responsible for the data and documents needed for internal and external audits related to accounts payable and treasury.	Analytical thinking - able to analyse verbal and numerical data and also able to identify causes and effects of actions.  Achievement focus - able to work while meeting quality and performance standards.
5.	Prepare data for UNIM Tax Computation and listing of Acquired Services for bi-monthly SST submission to Custom Department.	Time Management- be able to manage tasks effectively and constantly within deadlines.

**Job Requirements:**

Specification	Essential	Desirable
Qualifications/ Education	Bachelor of Accounting or Finance	Bachelor of Accounting or Professional Certificate is an added advantage
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Experience in various accounting systems especially Technology One system</li> <li>• Computer literate with strong knowledge in MS Office applications such as Excel, Word and Outlook.</li> <li>• Must be detail-oriented</li> <li>• Good typing skills and analytical thinking skills</li> <li>• Good in problem-solving</li> <li>• Ability to assist team leader on account closing and ad- hoc task</li> </ul>	Expertise in Microsoft Excel and a fast learner of accounting system
Working Experience	At least 3-5 years of working experience in finance or similar	Experience working in the Finance Department will be an advantage to the applicant
Character Attributes	Open-minded, cooperative, optimistic, ambitious, confident, proactive, teamwork	Proactive self-work and can work as a good team player