



## Accounts Assistant

- Job type** Full time, fixed term
- Start date** Earliest convenience
- Apply by** 31 December 2024
- Salary** We offer a highly competitive remuneration package which includes:
- Comprehensive private medical insurance
  - Excellent Employee Provident Fund (EPF) savings contributions
  - School places for staff children

### Job Summary

We are seeking enthusiastic and talented graduates to join our Finance Department. This role offers a unique opportunity to gain hands-on experience in various finance and accounting functions including the Record to Report, Account Payables, Account Receivables, Revenue, Cost, Finance & Planning.

### Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

### Key Duties

- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts payable and receivable data;
- Manage monthly, quarterly, and annual closing of accounts and ensure timely reporting of all financial statements;
- Process invoices and ensure accurate recording of financial transactions;
- Manage Accounts Receivable / Credit Control functions including credit term policy, aging monitoring, provision and etc;
- Reconcile bank statements and other financial records;
- Assist in the preparation of reporting & ad hoc report;



- Support audit and tax submission processes and compilation of evidence including audit, tax audit and any other adhoc audits;
- To ensure all physical documents are filed accurately and archived with references for easy recall on a monthly basis;
- To prepare standard operating procedures (SOP) for each significant tasks undertaken as required by the Finance manager;
- To provide support for any job/tasks that assigned by Finance manager which relevant to this position;
- To undertake other reasonable duties at the request of the management.

#### **Personal characteristics:**

- High level of integrity;
- Good understanding of current Malaysia Financial Reporting Standards is desirable;
- High levels of attention to details, high commitment to delivering assigned work on time (meeting agreed deadline);
- A medium level of IT competency, especially with Microsoft Excel;
- Is a good team player, conscientious and willing to take on assignment when instructed;
- Displays enthusiasm and initiative – highly motivated and able to work with minimum supervision;
- Good people skills and ability to interact with a wide range of client staff and demands;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

#### **Recruitment Handbooks**

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

#### **About the School**

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.



**KTJ** PRIMARY  
SECONDARY  
KOLEJ TUANKU JA'AFAR

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

### **Make an application**

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my).

Integrity

Empathy

Mutual Respect