



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Finance Executive 2023

KTJ is a thriving international, day and boarding school, with state-of-the-art facilities set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and now caters for 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. Most students go on to study at UK universities.

We are seeking an inspirational and highly motivated candidate to join our Finance Department. The Finance Executive will be responsible for month-end closing of general ledger and preparation of management accounts in order to help ensure the School's finances are well managed for the benefit of the students and the quality of education which they receive.

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 our staff recruitment brochures (available on the vacancies page of our website).

Applications should be made to Mr. Ragvinder Singh, Director of Human Resources via email to recruitment@ktj.edu.my. Please submit a cover letter and a completed application form (available on our website), including contact details of three referees, one of whom should be your current employer.

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.

Integrity

Empathy

Mutual Respect



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FINANCE EXECUTIVE

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Reports to:	Accounts Manager
Direct Reports:	Accounts Officer Accounts Clerk
Other Key Relationships:	Finance Manager Director of Finance & School Services

Job Description

- To prepare month-end closing of the general ledger and the management accounts accurately and in timely manner, coordinating and compiling financial data from relevant departments;
- To prepare and post journal vouchers relating to non-AP expenditures (loan, insurance, interest, etc.) to correct account codes and cost centers in accounting system;
- To review all expenses and ensure provision is accurately recorded on monthly basis;
- To assist with the preparation of annual Operating Plan;
- To prepare monthly schedules for year-end financial audit;
- To prepare tax computation and schedules for the submission of annual tax returns (including revised estimates);
- To prepare and submit reports as required by statutory regulation and requests from government departments;
- To undertake other reasonable duties at the request of the management.

Integrity

Empathy

Mutual Respect



Personal characteristics and skills

- High level of integrity;
- Good understanding of current Malaysia Financial Reporting Standards;
- High levels of attention to details;
- Ability to work with a complex array of figures and worksheets;
- A high level of IT competency, especially with Microsoft Excel;
- Is a good team player, conscientious and demonstrates commitment to achieve deadlines;
- Displays enthusiasm and initiative – highly motivated and able to work independently;
- 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.

Qualifications and experience

Requirement	Essential	Desirable
Degree in related field or complete/partially qualified professional (ACCA, CIMA, MICPA or equivalent)	✓	
At least 3 years' working experience in the accounting environment and adequate exposure to major accounting functions (GL, AR, AP, Fixed Assets, etc.)	✓	
2 years of audit experience		✓
Knowledge in Microsoft Office Applications (advance skill in MS Excel) and experience in using iFinance is an added advantage	✓	

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