



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Finance Executive 2024

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 a skilled, detail-oriented, meticulous and committed candidate to join our Finance Department. The Finance Executive will be responsible for accurate and timely recording and reporting of account payables 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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Kolej Tuanku Ja'afar

FINANCE EXECUTIVE

This role is responsible for accurate and timely recording and reporting of account payables (AP) 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.

Reports to:	Finance Manager
Direct Reports:	N/A
Other Key Relationships:	Finance Manager Director of Finance & School Services

Key responsibilities

- To check and match the supplier invoices/cash sales, delivery order/job sheet to purchase order (PO) in the system;
- To ensure correct budget code and general ledger account code is correctly entered into iFinance;
- To generate payment voucher and prepare payment to vendors (Deadline: within 5 working days upon receiving invoice and PO from procurement department) except for statutory payments, utilities payments need to be done before payment due date;
- To perform postings in iFinance for all supplier remittance and sundry bank payments (ie positive balance sundry payables) on weekly basis;
- To prepare payment listing and recurring vendor payment listing on weekly basis;
- To ensure accurate and timely completion of AP closing (include posting of journals for recurring expenses, open POs, review of accrual listing and clearing of transactions) (Deadline: 3rd working day of following month);
- To key in all Maybank credit cards related payments (Deadline: within 5 working days upon receiving credit card statement and related documents from card holders/secretary to card holder);
- To follow up on incomplete/erroneous documents before preparing payments. Ensuring that all source documents are complete before submitting for payments;

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- 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 and skills

- 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.

Qualifications and experience

Requirement	Essential	Desirable
Degree in related field or complete/partially qualified professional (ACCA, CIMA, MICPA or equivalent)	✓	
Knowledge in Microsoft Office Applications (intermediate skill in MS Excel)	✓	
At least 3 years' working experience in the accounting environment and adequate exposure to AP functions	✓	
2 years of audit experience		✓

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