

## Assistant Manager - Finance

<b>School/Unit</b>	Finance
<b>Sub-Unit</b>	NA
<b>Classification</b>	HEW 6B
<b>Employment Type</b>	Fulltime
<b>Work location</b>	Malaysia
<b>Date document created or updated</b>	6 December 2017

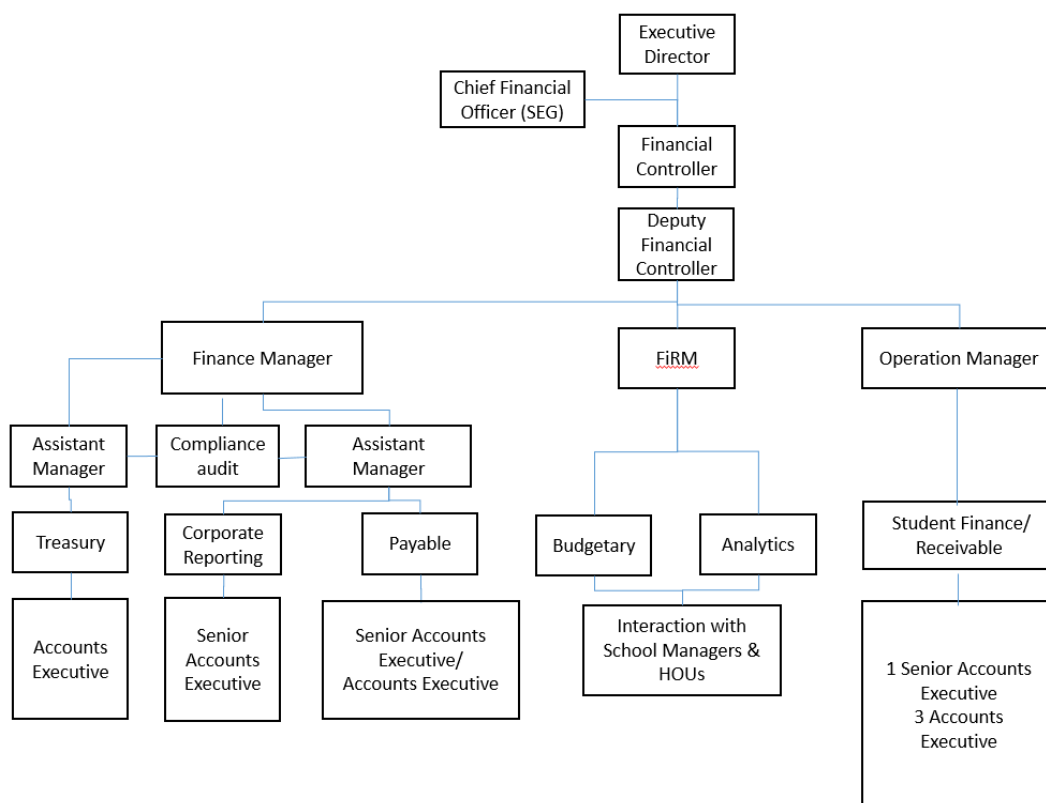
### Organisational context

Established in 1998, Monash University Malaysia is one of Malaysia's most respected universities. We are Monash University's global foot print in the Asian region, carrying with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognized as a leader in the international higher education sector in Malaysia.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 7,500 students representing almost 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

For further information see: [www.monash.edu.my](http://www.monash.edu.my)



## Position purpose

The Assistant Manager position is located at MUM, Finance Unit. He or she reports to the Manager-Finance, MUM. The Assistant Manager is responsible for providing organisational and administrative support in the areas of financial reporting and general assistance to the Manager in managing the Finance Unit. He or she is also required to provide guidance, coaching to junior staff with the objective to drive consistency in information quality, in order to improve effectiveness and efficiency of work quality

The incumbent play an important role to the schools' managers and administrative units' managers on the accuracy and timeliness of cost centre reporting and statutory reporting. He or she is the key contact and support to schools and administrative units by providing financial information and support to them. Besides, the incumbent also contributes to planning and budgeting for the university.

The incumbent acted as the main liaison to the external stakeholders such as the auditor, tax agent, company secretary, statistical departments of Malaysia, etc.

## Key result areas and responsibility

- 1. Prepare Statutory Reporting to external stakeholders, involved in tax management, in particular ensure tax compliance with Inland Revenue Board and Custom**
  - Provide annual accounts as required by laws and regulations imposed by governing bodies on an accurate and timely manner
  - Ensure legal and regulatory compliance on all financial reporting i.e. accounting and audit requirements imposed by the regulatory bodies. This includes the maintaining of accounting records are in compliance with internal policies, local and international accounting standards and statutory requirements

- Provide financial statements and schedules as required by the auditor. This includes attending to queries raised by auditor
  - Coordinate and prepare yearly tax schedules, filing of annual tax returns. This includes accurate computation and timely submission of withholding tax for expatriate
  - Coordinate and prepare GST reports, filing of GST returns. This includes accurate computation and timely submission of GST tax to Custom
  - Manage the payment of withholding tax, ensuring withholding tax is promptly paid and updated
  - Ensure the benefits in kind for staff are accurately and timely prepared
- 2. Provide financial management report and ad-hoc reports to the management**
- Manage the preparation of monthly management report and ensure it is presented in an accurate and timely manner
  - Manage all intercompany billings and payments and ensure proper reconciliation is performed
  - Review bank reconciliation, identify the causes of long unreconciled items and follow up to resolve the issues
  - Ensure the chart of accounts is properly maintained. All dormant or inactive accounts, are properly closed, and ensure no activities are captured into the accounts.
  - Provide information or analysis on results variance (Actual vs Budget) to management
  - Performing Ad-hoc analysis (e.g. Cost & benefit analysis) as and when required
- 3. Managing and administering the tracking, reporting, analysis and accounting of research activities**
- Responsible for updating, tracking and analysis of research accounts
- 4. Participate in annual budgetary process and special projects to improve the operation of Finance unit**
- Coordinate the budget process by ensuring schools and administrative units submit budget template by the deadline
  - Involve in budgeting process by consolidation of financial information of all schools and administrative units. This includes all approve budgets are accurately captured in the accounting system
  - Contribute and supports policy & process improvement and identifies opportunities to achieve efficiency, accuracy and control in the general ledger and accounting systems and to ensure corporate compliance and governance
- 5. Leadership and Management**
- Manage existing, and plan for anticipated workloads and work flow
  - Assists in managing the performance of staff and provide advice for continuous improvements
  - Encourage staff to develop their skills and identify staff development needs and opportunities
  - Provide necessary coaching, guidance and on the job training to optimize performance of the team.
- 6. Other finance functions**
- Understand other finance functions and assist when required
  - Perform other duties as and when delegated

## **Key selection criteria**

1. Degree or professional qualifications (ACCA/CPA/CIMA) in accounting or finance
2. Experience in audit/tax firm is an added advantage
3. Good interpersonal skills and strong logical thinking capability
4. Strong communication skills in English both in oral and writing
5. Strong collaboration skills and be able to work with various teams
6. Able to work independently with minimum supervision
7. Able to work under pressure and willing to undertake challenges

## **Other job related information**

1. May be required to work long hours during intakes
2. May be required to work on weekends during Information Days/ Open Days or other key activities organized by the university
3. May be expected to travel outstation or overseas when necessary