

<b>Position Title</b>	<b>FINANCE EXECUTIVE</b>
<b>Company</b>	<b>TELEKOM RESEARCH &amp; DEVELOPMENT SDN BHD</b>
<b>Work Place</b>	<b>TM INNOVATION CENTER, CYBERJAYA</b>
<b>Report To</b>	<b>FINANCE MANAGER</b>
<b>Position Category</b>	<b>EXECUTIVE (BAND 1)</b>
<b>No of Vacancies</b>	<b>01</b>

**Responsibilities:**

1. Responsible and accountable for timely and accurate preparation of Financial Statements and to ensure it been performed in accordance to the company's Financial Policy and Procedure and Malaysia FRS.
2. Responsible and accountable for the company's asset management in accordance with the Company Policy and Procedure and Malaysia FRS.
3. Responsible for administration of accounting system.
4. Responsible for invoicing and processing staff TNT and advance.

**Job's Specifications:**

1. Perform monthly and timely preparation of accurate company's financial statement on monthly and annually.
2. To prepare and coordinate the audit schedule for the auditors of the company to ensure full compliance with deadline
3. To prepare the quarterly Consolidation Package on timely basis in accordance with the Group requirements.
4. To ensure and to track General Ledger (GL) balances and reports are current to reflect the true and fair of the financial status of the company
5. To ensure that capital expenditure are properly capitalized in accordance with:
  - Company policies and procedures
  - FRS 116 Property, Plant & Equipment
6. To monitor and perform reconciliation of asset balances between Asset Register and General Ledger on monthly basis. Reports include:
  - Asset acquisition
  - Asset depreciation
  - Asset disposal

7. Effective preparation of sales invoicing and ensure Sales ledger and Account Receivable (AR) ledger ties to General Ledger.
8. To process staff claim such as Traveling (TNT) and Advance. To maintain and monitored staff advance list.
9. To continuously work with the systems and methods for the upgrade of Accounting system
10. To plan for staff training requirement. To ensure training attendance meets the standard requirement.

**Requirements:**

Degree in Accounting and / or Finance