



Assistant Accounts Manager

- Job type** Full time, fixed term
- Start date** August 2024
- Apply by** 5 July 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 an inspirational and highly motivated candidate to join our Finance Department. This role is responsible for accurate and timely closing of all accounting modules (AP, AR, GL, PPE, closing stocks, etc) and prepare management accounts with relevant appendices 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.

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

- To prepare worksheet on all miscellaneous charges that need to be reimbursed from students on monthly basis;
- To review all account payables (AP) and account receivables (AR) postings when performing bank reconciliation on monthly basis;
- To perform postings of bank related payments into iFinance on monthly basis (ie: bank charges, statutory payments, payroll related and funds received);
- To perform postings for petty cash related payments into iFinance and maintain cash in hand records on monthly basis;



- To ensure a proper system of records keeping and approvals is maintained by all custodians of petty cash throughout the school (ie CCA trips, Food Technology, etc);
- To ensure accurate (ie correct BI code and GL code) and timely closing of all accounting modules (AP, AR, GL, PPE, closing stocks, etc) and prepare management accounts with relevant appendices on monthly basis;
- As custodian of GL, to always ensure that opportunity for fraud/ misappropriation of funds is eliminated and to carry out monthly audit and sampling for high risk transactions, ensuring that procedures are in place to mitigate fraud;
- To prepare full and complete BS details every month;
- To prepare variance reports of month to month movements in P&L;
- To explain variances of actual versus budget in P&L;
- To ensure all actual/accrue expenses are booked accurately in P&L;
- To ensure there is segregation of duties where initiator of transactions is not the approvers for the same transactions. This will apply to physical documents as well as entries into GL;
- To ensure all direct reports delivered accurate, complete and timely reports and tasks based on agreed deadline;
- To check and verify all payment vouchers on weekly basis and journal vouchers on monthly basis;
- To check and verify all closing stocks reports that submitted to accounts department on monthly basis;
- To prepare audit schedules for year-end financial audit;
- To assist with the preparation of annual Operating Plan;
- To be sole custodian of iFinance system, always ensuring authorization matrix is up to date and current at all times;
- To engage with stakeholders by training them in proper procedures when submitting either supporting documents or entries via our established system;
- To be the person in charge of billing deadline to customers and payments to vendors as per agreed deadline;
- To organise monthly stock take;
- To perform all cash payments or receipts either from customers (ie parents), commercial units (ie Kolej shop, Café Diem, The Runcit) and other cash collections (sale of used oils, recycle materials, etc) must be recorded and to be bank in the following day;
- 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 ensure smooth daily operations of accounts department by providing guidance to junior staffs;
- To provide support for any job/tasks that assigned by Finance manager which relevant to this position;



- To handle special projects as needed;
- 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;
- High levels of attention to details, high commitment to delivering assigned work on time (meeting agreed deadline);
- 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 willing to take on assignment when instructed;
- 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;
- Committed to automating processes where possible; always endeavouring to reduce manual processes.

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 Director of Human Resources, Mr. Ragvinder Singh, via: recruitment@ktj.edu.my.

Integrity

Empathy

Mutual Respect