



## Finance Executive

- 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

The Finance Executive is responsible for month-end closing of the 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.

### 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 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 budget variance report;
- 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 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;
- 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.

#### **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](mailto:recruitment@ktj.edu.my).

Integrity

Empathy

Mutual Respect