



JOB VACANCY- ACCOUNT CUM ADMIN EXECUTIVE

Yayasan Penyelidikan Antartika Sultan Mizan
902-4, Jalan Tun Ismail, 50480 Kuala Lumpur

Job Responsibilities:

- Overall responsibilities include accounting, Admin and Human Resources.
- Responsible for day to day financial operations, preparations of monthly accounts, budget, and cash flow of the organization.
- Preparation of annual budget and budget monitoring.
- Monitoring and improvement of internal control procedure and ensure compliance with company policies.
- Responsible for accounts receivables and payables and ensuring cheque payments, petty cash, bank reconciliation journal vouchers are performed and kept it an effective and efficient manner.
- Liaise with external auditors, tax agent and statutory bodies especially in completing audit engagements.
- Preparation of year end closing accounts on timely basis and preparation of audit schedule.
- Oversee management of Human Resources and Admin including payroll, EPF and SOCSO payments and procurement.

Requirements:

- At least Bachelor's Degree holder in Accounting or equivalent.
- Proficient in verbal and written English and Bahasa Malaysia.
- Possess good skills in Accounting Software (MYOB) and Microsoft Office applications.
- A good team player as well as could handle the work independently.
- At least 3 years working experience in similar or related field.
- Fast learner who are able to do multitasking.
- Knowledge and or experience in Human Resources and Admin matters.
- Possess valid driving licence (B2 & D)

Salary: Commensurate with qualification and experience

Interested candidates are invited to send in your resume to atika@ypasm.my

Application deadline **30 January 2018**





JAWATAN KOSONG- PENOLONG EKSEKUTIF PENTADBIRAN

Yayasan Penyelidikan Antartika Sultan Mizan
902-4, Jalan Tun Ismail, 50480 Kuala Lumpur

Tugas dan Tanggungjawab:

- Membantu dalam operasi harian pejabat khususnya yang berkaitan dengan pentadbiran dan HR.
- Mengendalikan proses perolehan dan pembayaran
- Mengemaskini penyediaan gaji, KWSP, SOCSO dan LHDN
- Membantu pelaksanaan program dan aktiviti YPASM dari aspek logistic termasuk tempahan perjalanan.
- Lain-lain tugas yang diarahkan dari semasa ke semasa.

Keperluan:

- Sekurang-kurangnya Diploma Pengurusan Perniagaan atau Pentadbiran dan yang setaraf dengannya.
- "Fresh graduates" boleh memohon walaupun keutamaan kepada yang berpengalaman.
- Kemahiran bertutur dan menulis dalam Bahasa Malaysia dan English.
- Cepat faham dan multitasking
- Memiliki lesen memandu

Gaji: Bergantung kepada kelulusan dan pengalaman

Mereka yang berminat dijemput menghantar resume ke fardy@ypasm.my

Tarikh tutup permohonan **30 Januari 2018**

