



WE ARE HIRING!

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Finance & Accounts Manager

Holy Trinity Bukit Bintang (HTBB) is a vibrant Anglican church located in the heart of Kuala Lumpur with a mission to spark the evangelisation of the nations, revitalisation of the church, and the transformation of society.

If you'd like to make an impact on not only the church, but the wider society as well, then we're looking for a Finance & Accounts Manager to ensure that all accounting services are performed efficiently, accurately and within our internal financial policies and industry best practices.

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The What

The Finance & Accounts Manager provides finance and accounting services to HTBB and reports to the HTBB Treasurer of the Pro Parish Council.

- Keep a full set of financial accounts in accordance with applicable accounting standards.
- Process payables, receivables, journal entries, petty cash, and other accounting entries.
- Prepare monthly, quarterly, and annual management reports and analysis.
- Prepare monthly and quarterly cash flow reports.
- Prepare monthly day-to-day cash and bank transactions, bank reconciliations and Year-end Closing/Accruals.
- Prepare periodic financial reports, forecasts and trends as and when required by the Management and Pro-Parish Council on matters related to the overall performance of HTBB.
- Liaise and dialogue with Auditors, Company Secretary and Tax Agents.
- Prepare paperwork for the opening/closing of bank accounts and changes to bank signatories.
- Strengthen claims and payment processes including the review invoices, staff claims, and staff advance for appropriate documentation and approval prior to payment.
- Charge expenses and record accounting entries to related HTBB entries and cost centres.
- Any other duties shall be assigned.

Perform any other finance, accounts and administration duties as directed by your Direct Report.

The Who

- A passion for growing God's kingdom.
- A desire to model excellence with a view to attract like-minded talents to explore careers in full-time ministry.
- Spiritually mature.
- Demonstrate high integrity and accountability.
- Able to work in a team-oriented and collaborative environment.
- Flexible and culturally adaptable.

Qualifications & Essential Skills

- Bachelor's degree in Accountancy/ Finance.
- Excellent communication and interpersonal skills.
- Experience in a cross-cultural working environment and team-working ability.
- Strategic and analytically competent in studying trends and financial forecasts.
- Self-motivated with a willingness to work with minimal supervision.
- Meticulous and diligent in meeting deadlines.
- Knowledge of packaging accounting systems (e.g. QuickBook Pro).
- Advanced computer literacy and proficiency in MS Excel.

Sound good to you?

Apply today by sending your full resume, current and expected salary to: asiapacificcareers@alpha.org