

Finance & Accounts, Assistant Manager

Got talent
#JoinAlpha

Alpha Malaysia exists to equip the church in its mission to help people discover and develop a relationship with Jesus. Our mission in answering the Great Commission is greater than any individual task, and we believe that together our work can cohesively contribute to the building of the Kingdom. As a Christian organisation, our faith is an integral part of our working culture.

The candidate for this role will be in-charge of ensuring that the accounting services are performed accurately and completely, and all internal controls and financial policies are applied and followed.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelisation through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to asiapacificcareers@alpha.org

Alpha

malaysia.alpha.org

Key Responsibilities

Based in Kuala Lumpur, the Finance & Accounts, Assistant Manager will have the following responsibilities:

a) Financial Management & Compliance

- Maintain a full set of financial accounts (payables, receivables, journal entries, petty cash, etc.) in compliance with applicable accounting standards.
- Manage e-invoicing processes to ensure compliance with local regulations and timely issuance of electronic invoices.
- Manage withholding tax calculations and submissions, ensuring accurate deductions and timely remittance to tax authorities.

b) Reporting & Audit Preparation

- Prepare Monthly Budget vs Actuals reports, Monthly Depreciation, and other financial reports.
- Manage Year-end closing, accruals, and submission of accounts for annual audits.
- Generate and deliver financial outputs, such as management accounts for the Board of Directors.

c) Payment Processing & Bank Administration

- Manage the monthly requisition and payment process, ensuring timely payments through appropriate channels with proper documentation.
- Administer AlphaMy Bank Accounts, including opening/closing accounts and updating bank signatories.

d) Collaboration & Stakeholder Engagement

- Work closely with the Alpha Malaysia team and other functions to meet finance-related deadlines.
- Liaise with Auditors, Company Secretaries, and Tax Agents to ensure compliance with financial, tax, and regulatory requirements.

Desirable Characteristics

- Leadership and management competency.
- Knowledge of and passion for Alpha.
- On board with and excited about the vision for Alpha.
- Spiritual maturity and unquestioned integrity.
- 'Can do' attitude.
- Able to work in a team-oriented, collaborative environment.
- Culturally adaptable.

Qualifications & Essential Skills

- Possess Diploma or Degree in Accountancy/Finance.
- At least 5 years of experience in a multi-national company is preferred.
- Self-motivated, hardworking and willingness to work with minimum supervision.
- Must be meticulous and able to meet deadlines.
- Knowledge of package accounting systems (e.g. Quickbook Pro).
- Experience in a cross-cultural working environment and team working ability.
- Computer literacy and proficient in MS Excel.
- Good communication and interpersonal skills.
- Language skills: Written and Oral - English and Chinese.