

Finance & Accounts, Senior Executive

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, Senior Executive will have the following responsibilities:

- Keep 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 financial reports for Board Meetings.
- Prepare Year-end closing/Accruals.
- Prepare periodic reports as and when required by the Management and Board of Directors on matters related to overall performance of the Alpha Hub entities.
- Liaise and dialogue with Auditors, Company Secretary and Tax Agents.
- Prepare paperwork for the opening/closing of bank accounts and changes to bank signatories.
- Review invoices, staff claims and staff advance for appropriate documentation and approval prior to payment.
- Charge expenses and record accounting entries to related Alpha Hub entities and cost centres.
- Update and maintain accounting ledgers and other records detailing financial transactions and data entry into the computerised accounts system.
- Prepare monthly reconciliation of inter-company transaction and balances.
- Maintain and update day-to-day cash and bank transactions.
- Prepare monthly bank reconciliation
- Assist in month end closing
- Any other duties shall be assigned.

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 3 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.