

Regional Finance & Accounts Executive

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#JoinAlpha

Alpha in the Asia Pacific region exists to support the National Alpha Offices in the region to serve the church in its mission to help people discover and develop a relationship with Jesus. Our mission is bigger than any individual task, but together our work contributes to the bigger picture. As a Christian organisation, our faith is an integral part of our working culture.

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 evangelism 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

Key Responsibilities

Based in Kuala Lumpur, the Regional Finance & Accounts Executive will have the following responsibilities:

- Budget tracking and preparation of budget vs actuals, and sending out of these to the respective stakeholders.
- Keep up to date with tax situation affecting Alpha Asia Pacific operations.
- Ensure that Withholding Taxes Liabilities are adhered to by Alpha Asia Pacific operations.
- Provide back-up support pertaining to the review of invoices, staff claims and staff advance for appropriate documentation and approval prior to payment.
- Support and assist overall team on finance matters of our operating entities in Singapore and India, eg financial reports etc.
- Assist overall team with year-end closing/accruals.
- Support coordination for timeliness of Due Diligence Form (DDF) 2 Submissions.
- Provide back up to update and maintain accounting ledgers and other records detailing financial transactions and data entry into the computerised accounts system.
- Maintaining the Alpha Asia Pacific (AAP) Finance page on the internal portal.
- Any other duties shall be assigned.

Qualifications & Essential Skills

- Diploma or Degree in Accountancy/Finance.
- Self-motivated with a willingness to work with minimal supervision.
- Meticulous and diligent with meeting deadlines.
- Knowledge of packaging accounting systems (e.g. Quickbooks).
- Experience in a cross-cultural working environment and team working ability.
- Computer literacy and proficiency in MS Excel.
- Good communication and interpersonal skills.
- Language skills: Written and Oral – English.

Desirable Characteristics

- 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.