

Accounts Assistant

Responsible for assisting in preparing BAM's account payables and accounts receivables.

- a) Process vendor invoices, staff claims, etc;
- b) Ensure timely payments and invoice issuance to include;
 - i. utilities & other recurring monthly invoices;
 - ii. follow-up on supplier monthly payments.
- c) Monitor finance@bam.org.my for outstanding invoices/payments & Tournament advances;
- d) Assist in the preparation of monthly bank reconciliation;
- e) Prepare claims with supporting documents to Majlis Sukan Negara, Institute Sukan Negara and other BAM stakeholders;
- f) Assist in monthly management of accounts and in reports preparation;
- g) Assist in daily accounting & administrative works, including scanning and filing documents;
- h) Assist in timely data analysis and report preparation to:-
 - i. maintain and update monthly collection claims and reports;
 - ii. ensure date correctness and completeness;
 - iii. highlight to the Finance Manager discrepancies (if any) in the management accounts;
 - iv. Attend to any other ad-hoc date requests, projects or assignments which may be assigned from time to time;
 - v. sequential filing of all invoices, receipts for easy retrieval for Audit purposes.

Education Qualification

Diploma in Accounting/Finance or professional accounting ie. LCCI Higher accounting certificate; (candidates pursuing Level 4 LCCI qualification may also apply)

Good computer skills, including proficiency in MS Office and familiar with SQL accounting software.

Additional Requirements

Good problem solving skills.

Good oral and written skills in Bahasa Malaysia and English language.

High level of integrity, dependability and have a sense of urgency in completing given task.

Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.

Remuneration shall commensurate with qualification and relevant working experience.