

JOB DESCRIPTION

Job Title:	Accounts Administrator	Division/Department:	Finance
		Reports to:	Finance Manager
Job Purpose	Responsible in assisting the Finance Manager in all matters related to the Badminton Asia Accounts.		
Job Description and Responsibilities:			
<p>Responsible for assisting in preparing Badminton Asia account payables and accounts receivables.</p> <ul style="list-style-type: none"> a) Process vendor invoices, staff claims, etc; b) Ensure timely payment processing and invoice issuance <ul style="list-style-type: none"> i. including utilities & other recurring monthly invoices ii. monitor finance@badmintonasia.org for outstanding invoices/payments & Tournament advances; iii. follow-up on supplier monthly payments c) Assist in preparation of monthly bank reconciliation d) Prepare claims with supporting documents to Badminton World Federation and other members stakeholders; e) Assist in monthly management accounts and reports preparation; f) Assist in daily accounting & administrative works, including scanning and filing documents; g) Assist in timely data analysis and report preparation to:- <ul style="list-style-type: none"> 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 			
Experience Required			
Leadership/Supervisory (No. Of years, Specialized Field if any, as a Manager)	General knowledge of accounts administration		
Education and Qualifications Required			
Diploma in Accounting/Finance or professional accounting qualification ie. LCCI Higher accounting certificate; (candidates pursuing Level 4 LCCI qualification may also apply)			
Any Additional Requirements (Language skills, Computer Skills)			
<p>Good computer skills, including proficiency in MS Office and familiar with SQL accounting software</p> <p>Good problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.</p> <p>High level of integrity and dependability with a strong sense of urgency and results-orientation.</p> <p>Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.</p> <p>Closing Date - 27 February 2023</p> <p>Contact - siti.y@bam.org.my</p>			

Employee Acknowledgment	
Name:	
Signature	