



JOB DESCRIPTION

Job Title:	Accountant
School/Department:	Finance Office
Job Family and Level:	Level 5
Reporting to:	Director of Finance / Finance Manager
Purpose of role:	To provide strategic and operational financial support to the university through effective budgeting, financial monitoring, audit compliance, taxation, and cash flow management. To ensure smooth operations of the Finance Office on day-to-day basis and to support the Finance Manager in departmental administration related matters efficiently and effectively.

Generic roles:

No.	Description
1.	Prepare monthly, quarterly and yearly summaries and reports for internal and external use by compiling information and reconciling various ledger accounts.
2.	Assist in the preparation and construction of the University Internal Operating Budget by gathering information, analyzing financial data, and compiling the budget document.
3.	Support Finance Manager with daily department operations.
4.	Manage audit work papers for internal, external, and agency auditors by researching and analysing the data in the University accounting system.
5.	Manage tax returns and ensure that taxes are paid properly and on time.
6.	Provide assistance to departments and individuals with interpreting reports, accounting procedures, controls and in resolving associated problems.
7.	Liaise with external stakeholders in finance operation (BHB, UNUK, Auditor, Banker, etc).



8.	Involve in UNM budget process - template, communication and reporting as business partner.
9.	Reconcile records and accounts in assigned area of responsibility.
10.	Update and draft SOP for Finance Office.
11.	Evaluate financial operations to recommend best practices, identify issues and strategize solutions, and help organisations run efficiently.
12.	Manage and supervise Accounts Receivable/ Account Payable team. This includes continuous review of staff performances and identifying areas of opportunities for their further development (eg training, staff rotation).
13.	Provide support to UNM on special/adhoc projects nominated by the Finance Directors.

Specific roles:

No.	Description	Required Competency
1.	Budget Planning, Monitoring & Forecasting <ul style="list-style-type: none">• Serve as part of the Budget Task Force, supporting annual budget preparation, consolidation, and analysis.• Monitor budget utilisation across departments, highlighting key variances and providing financial insights to aid decision-making.• Work closely with stakeholders as a Finance Business Partner to align budget with strategic priorities and operational plans.	Attention to detail - strong attention to detail in order to keep information accurate and organised. With the amount of financial data that must be analysed, it can be easy to make mistakes; however, simple errors can translate into much larger problems if they're not caught. Interpersonal Communication - able to listen to others, communicate clearly and develop open communication.
2.	Audit & Compliance <ul style="list-style-type: none">• Support internal and external audit processes by preparing required documentation, addressing queries, and ensuring timely responses.• Ensure financial controls are followed and updated in line with audit recommendations.	Computer literacy - able to use advanced accounting software and other computer-based tools to work effectively.



		Teamwork and Team Leader - able to work co-operatively with others, being a part of a team and taking the leadership role.
3.	Cash Flow Management <ul style="list-style-type: none">• Monitor and forecast cash flow to ensure adequate liquidity for operational needs.• Prepare cash flow reports and provide early warning on potential shortfalls or surpluses.	Attention to detail - strong attention to detail in order to keep information accurate and organised. With the amount of financial data that must be analysed, it can be easy to make mistakes; however, simple errors can translate into much larger problems if they're not caught. Business acumen – able to understand the basic functions of a business to accurately analyze and interpret financial and non-financial data. Having a solid foundation in business provides context to the financial and non-financial information to complete the tasks.
4.	Taxation <ul style="list-style-type: none">• Ensure timely and accurate submission of tax reports, including SST and WHT, and coordinate with tax authorities when necessary.• Assist in interpreting changes in tax regulations and implementing appropriate actions within the Finance function.	Attention to detail - strong attention to detail in order to keep information accurate and organised. With the amount of financial data that must be analysed, it can be easy to make mistakes; however, simple errors can translate into much larger problems if they're not caught.
5.	Finance Process & Procedures Improvement <ul style="list-style-type: none">• Identify gaps or inefficiencies in current Finance processes.• Propose and implement enhancements to improve accuracy, efficiency, and compliance.	Business acumen – able to understand the basic functions of a business to accurately analyze and interpret financial and non-financial data. Having a solid foundation in business provides context to the financial and non-financial information to complete the tasks.
6.	Finance Systems Involvement <ul style="list-style-type: none">• Actively involved in the configuration, data validation, and troubleshooting of Finance systems including:<ul style="list-style-type: none">○ SAAS (TechnologyOne) – assist with implementation, testing, and post-go-live support.	Attention to detail - strong attention to detail in order to keep information accurate and organised. With the amount of financial data that must be analysed, it can be easy to make mistakes; however, simple errors



	<ul style="list-style-type: none"> ○ Campus Solutions – ensure accurate financial integration with student data. ○ E-Invoicing (AREMA & MyInvois Portal) – oversee transaction flow, mapping, and compliance with Malaysian e-invoicing requirements. 	<p>can translate into much larger problems if they're not caught.</p> <p>Computer literacy - able to use advanced accounting software and other computer-based tools to work effectively.</p>
7.	<p>Business Partnering</p> <ul style="list-style-type: none"> • Collaborate with non-financial units to support financial planning, decision-making, and reporting. • Translate financial data into actionable insights for management and operational teams. 	<p>Interpersonal Communication - able to listen to others, communicate clearly and develop open communication.</p>

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	Minimum of a Bachelor's degree in Accounting or relevant field; Master's degree is an advantage.	<ul style="list-style-type: none"> • Relevant professional certifications may be required. • Prior experience in the higher education sector is considered an asset.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent analytical thinking, problem solving, effective communication skills, and advanced computer proficiency. • Solid understanding of accounting principles and financial processes. • Tax compliance and statutory reporting (e.g., SST, corporate tax, audit processes) • Knowledge of financial systems (Advanced Microsoft Excel skills (e.g., pivot tables, VLOOKUP, financial modeling etc) 	<ul style="list-style-type: none"> • Proficient in Microsoft Excel and experienced with accounting software applications.
Working Experience	A minimum of 10 years' experience in an accounting role.	Experience in supervising or managing teams is desirable.
Character Attributes	<ul style="list-style-type: none"> • Ethical behavior • Strong attention to detail 	<ul style="list-style-type: none"> • Time-management abilities • Confidentiality



Others	<ul style="list-style-type: none">• In-depth understanding of accounting standards, regulations, and best practices.• Strong numerical aptitude and well-developed quantitative analysis skills.• Strategic thinking and financial planning capabilities• Leadership & Management / Teamwork• Compliance & Risk Management	
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