ROLE PROFILE

Position Title:	Finance Executive
School/Department:	Finance
Job Family and Level:	PSS – Level 3
Location:	University of Nottingham Malaysia, Semenyih.
Reporting to:	Finance Manager / Accountant
Purpose of role:	To support and manage the University's financial operations by performing Accounts Receivable (AR), Accounts Payable (AP), financial reporting, reconciliations, compliance activities, and finance system administration functions. The role is responsible for ensuring financial transactions are processed accurately and timely, maintaining the integrity of financial records, supporting statutory and regulatory compliance, and contributing to continuous improvement initiatives and finance system enhancements to achieve operational excellence.

Generic Roles:

	Description
1.	**Financial Operations:** • Perform day-to-day financial transactions in accordance with University policies and procedures. • Ensure accurate and timely processing of financial records and transactions. • Maintain proper accounting records and supporting documentation. • Support month-end and year-end closing activities.
2.	**Stakeholder Management:** • Liaise with internal and external stakeholders on financial matters. • Provide quality customer service and support to staff, students, vendors and sponsors. • Respond promptly to enquiries and resolve issues within agreed timelines.
3.	**Compliance and Governance:** • Ensure compliance with University policies, statutory requirements and accounting standards. • Support internal and external audit activities. • Maintain effective financial controls and recommend process improvements where necessary.
4.	**Continuous Improvement:** • Participate in process improvement and digitalization initiatives. • Assist in the review and enhancement of finance policies, procedures and workflows. • Contribute to operational efficiency and service excellence objectives.

Specific Roles:

	Description
1.	**Financial Reporting and Month-End Closing** • Facilitate month-end and year-end closing activities. • Ensure accurate posting to the General Ledger. • Perform balance sheet reconciliations and review ledger transactions. • Monitor expenditure and revenue trends and perform variance analysis. • Support audit requirements through preparation of audit schedules and supporting documents. • Ensure completeness and accuracy of financial information.
2.	**Accounts Receivable (AR)** • Manage student receivables, sponsorship receivables and other debtor accounts. • Manage invoices and billing schedules accurately and timely. • Monitor collections and aged debtors. • Follow up on outstanding balances with students, sponsors and other debtors. • Process refunds and account adjustments in accordance with policies. • Reconcile debtor accounts and investigate discrepancies. • Prepare AR reports for management review. • Support implementation of collection strategies and process improvements.
3.	**Accounts Payable (AP)** • Review and process supplier invoices and staff claim. • Verify supporting documents and approvals prior to payment processing. • Ensure vendor payments are processed accurately and within agreed timelines. • Reconcile supplier statements and resolve discrepancies. • Ensure compliance with delegated authority limits and procurement procedures. • Support month/year-end accruals and AP reporting.
4.	**Taxation, E-Invoicing, SST and Compliance** • Support implementation and maintenance of e-Invoice processes. • Prepare and validate data required for tax and regulatory submissions. • Ensure compliance with SST and relevant statutory requirements. • Perform reconciliations related to tax reporting. • Assist with review of financial controls and compliance procedures. • Support internal and external audit exercises. • Monitor regulatory changes and communicate finance-related implications.
5.	**Finance Systems Administration** • Act as System Administrator for Finance system and other finance-related applications. • Maintain user access rights, security profiles and approval workflows. • Manage user account creation, modification and deactivation. • Coordinate User Acceptance Testing (UAT) for system enhancements and upgrades. • Troubleshoot finance system issues and coordinate resolution with IT and vendors. • Develop and maintain system documentation, user guides and SOPs. • Support finance system implementations, upgrades, integrations and data migration activities. • Assist in report development, dashboard creation and system configuration improvements. • Conduct user training and provide ongoing system support.
6.	**Finance Projects and Process Improvement** • Participate in finance transformation initiatives and projects. • Identify opportunities for automation and process enhancement. • Review existing processes and recommend improvements. • Support implementation of new finance modules and technologies. • Assist in change management activities and user adoption initiatives.

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	Bachelor's Degree in Accounting (hons) or Business Admin (Finance) Bachelor (hons) in Accounting (Information System)	Relevant professional certification (ACCA, CIMA)
Working Experience	Minimum of 5 years of experience in Finance or Accounting and Accounting (Information System)	Supervisory or team leadership experience.
Knowledge and Skills	Knowledge of financial processes, including accounts payable, accounts receivable, general ledger and financial reporting. Proficiency in financial software and Microsoft Office suite. Good knowledge of finance system administration, workflows, configuration and system controls. Good understanding of data management, data accuracy and financial information integrity. Sound analytical and problem-solving skills, with the ability to identify, investigate and resolve system-related issues effectively. Excellent written and verbal communication skills.	Knowledge of relevant Malaysian financial regulations in the education sector. Knowledge of e-Invoice implementation and compliance requirements. Experience with Power BI or business reporting tools. Experience in finance system implementation or enhancement projects. Familiarity with student management systems (e.g., Campus Solutions).
Others	Ability to work independently and collaboratively in a team. Adaptable to changing priorities and deadlines. Willingness to engage in continuous professional development. Well-organised with good time management skills. Proactive and solution-oriented, with the ability to identify issues and recommend practical improvements.	