

# **JOB VACANCY**

## **ADMINISTRATIVE OFFICER (D5) - FINANCE UNIT, UNIKL BMI ONE (1) VACANCY**

### **REQUIREMENTS**

- Minimum Diploma's degree in Accounting/Finance or any related field.
- Open to confirm permanent staff and contract staff:
  - Total year of service in UniKL at least **three (3) years** with **appraisal rating of 80%** (average)
- Computer literate especially in Microsoft Office (Word, Excel and Power Point)
- Good communication in English (written and verbal)
- Ability to work under pressure, must be a good team player and multitasking

### **RESPONSIBILITIES**

- To provide and compile report information on company revenue, collection info appropriately & accurately and short courses forecasting.
- To provide support in financial operations and function which include billing collection.
- To manage the outstanding debtor's collections, bad debt follow-up & reporting.
- To prepare and verify TCG calculation report for all student
- To manage and communicate to the student complaints that related to finance matters.
- To prepare the monthly financial closing & other adhoc report as request by superior.
- To assist the Head of Unit on preparation the yearly audit.

If you meet the above requirement, please submit your application to [sitifatihmahm@unikl.edu.my](mailto:sitifatihmahm@unikl.edu.my)

Only shortlisted candidate will be notified.