



BRITISH MALAYSIAN INSTITUTE

VACANCY: TEMPORARY STAFF, FINANCE UNIT

REQUIREMENTS:-

- Minimum Diploma's degree in Accounting/Finance or any related field.
- 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 ad-hoc report as request by superior.
 - To assist the Head of Unit on preparation the yearly audit.

INTERESTED?

Please submit your application with the latest CV / resume to helmi@unikl.edu.my or sitifatihmahm@unikl.edu.my

**** Only shortlisted candidate will be notified for interview.**