

YASMIN TEKNOLOGI GROUP OF COMPANIES

Job Title:	Finance Manager
Department:	Shared Services - Finance
Company:	Yasmin Teknologi Sdn Bhd
Job Grade:	
Job Category:	
Reporting Superior:	Rashid Ghani / Kwek Keng Chye
Location:	Cyberjaya

Job Summary (Purpose of Job)	<ul style="list-style-type: none"> Applying accepted accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. To ensure company financials are in good order and to advice management accordingly
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JOB DESCRIPTION	
Corporate	<ul style="list-style-type: none"> Ensure that the company complies with the Generally Accepted Accounting Principles regarding treatment of accounting transactions and disclosures Responsible for the preparing, evaluating and interpreting of monthly management reports including profit and loss, balance sheet, cash flow statements and other accounting statements on profit performance and financial position, as well as quarterly, semi-annually and annual forecasts and reports for one or more cost and profit centres Responsible for the development, implementation and monitoring of targets and budgets Ensure the adherence of uniform accounting practices, adequate internal controls, in accordance with the policies and procedures Issue all procedures defining manner in which financial accounting transactions are to be recorded Work closely with the various departments on all accounting related matters including corporate accounting changes, transfer price, billing, inter-company billing, etc in order to achieve the company's objectives

	<ul style="list-style-type: none">• Conduct review on all records, journal entries and financial statements to ensure data adequacy and accuracy• Ensure all relevant financial accounts and reports are produced and maintained in an accurate and timely manner• Review and coordinate the company's annual budgets and ensure effective budgetary control of actual performance against plan by periodic investigation and assess the financial implication of the variances• Responsible for all taxation and banking related matters in accordance with the policies and procedures• Liaise with auditors when called for during the performance of their audit• Ensure all accounting information required by top management for the purpose of obtaining funds are available and assist in the solicitation and negotiation of finance• Solicit corporate and project financing for the company• Ensure coordination and advice subordinates in their accounting activities• Monitor daily cash flow position to ensure sufficient cash resources to meet financial obligations on a timely basis• Ensure all cash handled is fully accounted for. All money due for services rendered must be invoiced without delay and cheque payments made to creditors, in accordance with the policies and procedures• Ensure that payment vouchers and invoices have been properly checked and authorized• Control the banking receipts and reconciliation of the bank statements and the petty cash• Provide the management with periodic management reports of planned activities, progress, problems and suggested solutions
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Fixed Asset Control	<ul style="list-style-type: none"> • Create and monitor a system of controls, procedures, and forms for the recording of fixed assets. • Supervise in preparation of audit schedules relating to fixed assets, and assist the auditors in their inquiries.
Procurement	<ul style="list-style-type: none"> • establish and implement purchasing policies, procedures and best practices • monitor ongoing compliance with purchasing policies and procedures • direct procurement policies to ensure all items are purchased and delivered within budget and time constraints • identify and source new suppliers and vendors • manage vendor and supplier selection process based on price, quality, support, capacity and reliability • develop and maintain strategic relationships with key suppliers and vendors • establish and update an approved vendor/supplier database • develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organizational requirements • evaluate contracts to ensure compliance with legal requirements and organizational policies • monitor supplier and vendor compliance with contractual agreements • measure and manage the vendor and supplier cost, quality and delivery performance • oversee supplier compliance with internal quality standards and external regulations • introduce performance improvement measures for suppliers and vendors • work with relevant departments to manage inventory requirements • facilitate timely placement of purchase orders • review purchase orders for proper authorization and compliance with organizational policy and procedures

Payroll	<ul style="list-style-type: none"> • develop and manage purchasing budgets and forecasts • monitor and reduce purchase variances to meet profit objectives • produce regular reports on purchase commitments, costs and delivery performance • direct continuous improvement of purchasing processes in line with changing organizational needs and market conditions • supervise and co-ordinate activities of payroll staff • manage payroll workload to meet operational requirements • ensure payroll is processed in an accurate, compliant and timely manner • direct the preparation of payroll related documents • oversee compliance with statutory reporting and filing requirements • compile data from payroll sources • prepare and review payroll account reconciliations • maintain accurate account balances • oversee the maintenance of current employee data systems • ensure all payroll information and records are maintained in accordance with statutory requirements • support all internal and external audits related to payroll
Technical Requirements / Certifications:	<ul style="list-style-type: none"> • Degree in Accountancy, Finance or professional qualification ACCA • Member of MIA • At least 5 years' experience in managerial capacity managing finance and accounting in a service • Good communication skills, both oral and written in English and Malay languages. • Well-versed with technical accounting knowledge

	<p>and accounting standards</p> <ul style="list-style-type: none">• Ability to work independently in a changing and multi-tasking environment, with numerous deadlines.• Have a moderate degree of computer literacy - to include competence in the following Microsoft applications - word processing, power point presentations, spreadsheets, e-mail and the internet.
Personal Qualities	<ul style="list-style-type: none">• Minimum supervision, effective time management, strong organizational and planning abilities.• Passion for details and able to multi-tasking• Pleasant personality• Good inter-personal skills.• Be results oriented and client focused.• Ability to coordinate the work of others to accomplish tasks.
Additional Requirements	

The above Job Description and Scope of Duties are the essentials for the position and not exclusive. The Management reserves the right to amend, alter, modify, add or delete the scope as and when deemed fit, to suit the business operations of the Company.

Position holder is required to perform and execute any given duties from time to time. Any grievances and/or ambiguity shall be referred to Chief Executive Officer for final deliberation.

Verified by:

Accepted by: