



Executive (Planning & Finance)

Department: Finance & Corporate Services

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

Requirements:

- Recognized university degree in the field of Finance, Accounting
- Minimum 1 – 3 years' working experience
- Experience in finance and accounting
- Effective communication and interpersonal skills
- Possess good problem-solving skills and attention to details

Job Purpose:

Plan and implement planning, finance and accounting activities adhering to statutory requirement, company's policies and procedures to safeguard company's interest

Key Accountabilities:

1. Plans and Budget

- Coordinate with various departments on the preparation and submission of budget and funding requirements in line with budgetary guidelines and procedures, for approval by the Board.

2. Key Performance Indicator (KPI) Setting and Performance Improvement

- Prepare and consolidate KPI measurement submitted by relevant departments in a timely and quality manner to enable effective management review and finalization of KPIs for the year.
- Undertake business performance monitoring, identify performance gaps and root causes, and recommend interventions for gap closure.

3. Financial and Accounting Reporting

- Coordinate and prepare Financial Statements and Management Accounts of the Company in compliance with the relevant accounting standards, regulatory framework and company's policies and procedures.
- Prepare and analyze monthly and quarterly Management Reporting (MMR, QMR) for management deliberation and decision making on company performance.

4. Accounts Payable Management

- Review and validate all payment documents such as invoices, debit notes, claims and advances, creditors' reconciliation and withholding tax for timely and accurate disbursements, and resolve any disputes in compliance with company's policies and procedures and statutory/regulatory requirement.
- Review and maintain up to date and reliable Accounts Payable Data such as Vendor Master Records to ensure payment terms and conditions are adhered to.

- Review and monitor accruals to ensure that costs are being timely and accurately captured.
- 5. Account Receivables Management
 - Prepare invoices in accordance with the terms and conditions to ensure timely billing and collection of payment from the customers.
 - Prepare Trade Accounts Receivable (TAR) report, status updates and intervention to ensure timely receivable collection.
- 6. Audit Management
 - Prepare and validate audit schedules relating to expenses to facilitate year-end audit exercise and tax pack submission to Inland Revenue Board (IRB).
- 7. Other Duties as Assigned by the Company
 - Plan and execute all other duties as assigned by the company.

Generic Accountabilities:

1. Networking and Relationship Building
 - Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.
2. Good Governance
 - Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.
3. Mindset, Behavior & Culture
 - Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.
4. Leadership & Capability Development
 - Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.
5. HSE Policies and Code of Conduct
 - Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

Human Resource & Administration of Finance & Corporate Services Department

MALAYSIAN PHILHARMONIC ORCHESTRA

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: career@mpo.com.my

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **31 October 2023**