

FINANCE MANAGER

Malaysian International Chamber of Commerce and Industry (MICCI)

About Us

MICCI is the longest established business chamber in Malaysia having championed Malaysian and international businesses since 1837. The Chamber's aim is strategically focused on facilitating and supporting its Members in their goals to successfully develop their business in Malaysia. With close to 1,000 corporate members representing over 30 different nationalities, MICCI is recognised as one of the most active advocates for the business community.

Primary Role

The Finance Manager is responsible to ensure that the accounts management, fund management, budgeting and financial analysis for the organization is executed accurately, in a timely manner and in compliance with the company's policies, statutory requirements, and approved accounting standards.

Key responsibilities include:

1. To monitor day-to-day operations of Finance activities such as updating the accounts receivable and accounts payable of MICCI.
2. To assure Finance activities comply with MICCI's policies and processes, and audit requirements.
3. To prepare monthly payroll for all employees and update the system for PCB, EPF and Socso purposes.
4. To manage the financial structure of CMBB, PPSC and PMHA.
5. To coordinate and prepare yearly budgets and forecast for the HQ and 6 other branch offices.
6. To liaise with auditors, tax agent, bankers, company secretary and other professional and regulatory bodies.

Experience and Requirements

1. Candidate must possess a Bachelor's Degree in Finance/Accounting or equivalent.
2. At least 5 year(s) of working experience in the related field.
3. Must be familiar with financial reporting standards, taxes and/or other relevant economic statutory law.
4. Dynamic, analytical and a confident individual with managerial and problem solving skills.
5. Good command of MS Office applications and well versed in computerized accounting environment.

How to Apply

If you have the skills, commitment and passion we are looking for, please provide a cover letter and CV to hr@micci.com for more details.

"Only applicants meeting the criteria outlined above will be contacted as part of the shortlisting process".