FINANCE & ADMINISTRATION – ASSISTANT MANAGER, MALAYSIA

Official Title: Finance & Administration – Assistant Manager

Vriens & Partners is Southeast Asia's leading government affairs consultancy, with 80 consultants and 30 senior counsellors across 8 offices in capitals around the region. We deliver nuanced and effective government affairs strategies built on trusted relationships with the highest levels of government, and with stakeholders along the entire policymaking chain.

The firm provides independent, strategic analysis and risk assessments of the political, regulatory and economic developments around Southeast Asia. Our consultants are Asia experts with extensive experience providing analysis and counsel on issues that companies and organizations face in a diverse and challenging region.

We are seeking a Finance & Administration – Assistant Manager to join our growing team in Kuala Lumpur on a full-time basis. This candidate will be an organised administrator, skilled at multi-tasking various issues with the different stakeholders, both internal and external, and possessing strong communication, and teamwork-related skills.

Primary Responsibilities:

1. ***Finance***

- Prepares and maintains accounting records in the accounting system;
- Prepares monthly accounting reports for submission to Singapore Head Office
- Prepares monthly operational cashflow estimates
- Prepare payments to suppliers and staff payroll;
- Check staff claims and allocate the expenses according to the projects;
- Liaise with auditor, bankers, tax agent and relevant regulatory bodies;
- Handles all taxation, EPF, PCB and SOCSO related matters for the employees;
- Maintain proper and systematic filing of documents,
- Liaise with external parties (e.g. clients' finance teams) for billing matters;
- Keep track of clients' payments and alert the Malaysia office management as soon as a payment is overdue.
- Keep track of office developments on company incorporation status

2. ***Administration***

- Answer the main office phone line;
- Receive clients, guests and service providers at the office;
- Maintain filing system for essential correspondences & documents, as well as company reports to clients and rep office records (Insurance, Office Equipment Service Maintenance, etc.);
- Maintaining a ready supply of office stationery, business cards, pantry supplies (coffee, fruit etc.);
- Managing a mailing list for company communication purposes;
- Organization of meetings, business trips, hotel and flight bookings, catering for employees/guests/clients as necessary;
- Handle and keep tabs on facility management and office maintenance matters (including liaising with vendors for furniture and fittings, internet providers, etc.);

3. HR

- Track and update leave and absence request forms of all office staff (including sick leave);
- Keep track of the local employee's bio data (ID cards, employment contracts, insurance, etc.);
- Keep track of all employees' contracts and prepares contracts' extension;
- Assist with new staff recruitment;
- Prepare contracts for new staff and apply for their health insurance;
- Organize and process claim expenses for the Malaysia Office Management Team
- Organize and send company announcements – office holiday (regionally) and staff on leave;
- Keep track of Manpower regulations and handle in visas' applications for foreign staff

4. Any other ad-hoc duties as and when required / assigned

Qualifications:

- At least 8 years of relevant experience, including 2 years in a similar managerial position
- Graduates from local polytechnics or those with Diploma in Accountancy are welcomed to apply
- Proficiency in MS Office application especially Excel
- Experience with QuickBooks accounting system preferred
- Motivated self-starter, team player, eagerness to contribute to firm's growth
- Familiar with the Malaysia corporate regulatory framework (MIDA reporting, corporate tax, EPF, PCB, SOCSO, etc.)
- Experience dealing with SSM, local authority and other agencies for company incorporation purposes
- Fluent in English
- Able to start work immediately (advantage)

Additional Information:

- Location: Kuala Lumpur, Malaysia
- Work hours: Monday – Friday (9am – 6pm)

Interested candidates should send their applications to careersmalaysia@vrienspartners.com and indicate the position being applied for in the subject line. Please include a **photo headshot** in the cover letter and indicate the following in the resume:

- **Availability / notice period**
- **Last drawn salary**