



TAJWEED MADE EASY
ACADEMY

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Position Title: Financial Controller
Department: Finance Department
Reports To: President

SUMMARY OF JOB DESCRIPTION:

The Financial Controller is responsible for the preparation of the annual financial budget for approval, monthly financial statements, financial management and procurement.

MAIN RESPONSIBILITIES:

A. Annual Budget

1. Prepare and disseminate the Budget template for all departments to complete.
2. Consolidate all the Budget templates and present to the President for approval

B. Monthly Financial Statements (Malaysia and Balkan)

1. Record all financial transactions ie. Student Fees, Teachers and Staff Salary, Sale of Books, Office Expenses, etc.
2. Translate foreign currency transactions into Ringgit based on conversion rate.
3. File and retain of all invoices and supporting documents.
4. Produce monthly financial statements ie. Income Statement and Balance Sheet.
5. Prepare Variance Analysis by comparing actual against budgeted results for Income Statement and Balance Sheet.
6. Attend to external auditors

C. Financial Management

1. Monitor the cash position and investments on a daily basis.
2. Convert all foreign currencies received into Ringgit and record transaction accordingly.
3. Process all invoices that are due for payment.
4. Liaise with the bank/financial institution to resolve any discrepancies.
5. Prepare monthly Bank Reconciliation by comparing receipts and payments recorded against the Bank Statement.

D. Procurement

1. Source for suppliers for the purchase of goods and services (at least three quotations if practical).
2. Issue purchase orders to suppliers and ensure that goods received are according to specification.

E. Miscellaneous

1. Implementation of Finance Policies and Procedures.
2. Any other tasks as instructed by the President.

QUALIFICATIONS:

1. Diploma/Degree in Accountancy
2. Three (3) years working experience in an accounts department
3. Able to maintain full set of accounts of a small/medium size organization
4. Able to undertake treasury functions ie. fund management and banking
5. Able to undertake basic tax computation

Last reviewed: 27/12/17