
POSITION DESCRIPTION

Job Title : FINANCE MANAGER
Reports To : Bursar/Head of Finance
Department/Branch : Bursar/Finance Department

ACCOUNTABILITIES

- Prepare financial forecasts and projections and corporate proposals for evaluation by the Management, Board of Directors and Board of Governors
- Responsible for budgeting, forecast, cash flow, financial planning, capital expenditure control, accounting, audit and taxation
- To assist the Bursar/Head of Finance in developing an overall vision, objectives, goals and strategies direction of Perdana University and to work towards the achievement of these objectives and goals
- To assist the Bursar/Head of Finance in formulating strategic and tactical plans in the area of General Administration, Finance, Operations, Information System and Human Resource Management
- To work closely with Bursar/Head of Finance in developing and implementing annual business budgets including sales, costs and profit targets
- To work closely with a team of professionals and all departmental heads as to ensure efficient operation within the Perdana University and business is carried out in the most cost effective manner in line with the business framework
- To develop and plan on company's key performance index for all direct reports and ensure they met the overall objectives
- Responsible for ensuring that all operation standards procedures are established and adhered to
- To carry out any other duties, tasks or assignment which will be directed/assigned to you by your immediate superior and the Management/Board of Directors and Board of Governors from time to time

EDUCATION AND EXPERIENCE

- Possess at least a Professional Certificate, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Master's Degree, Finance/Accountancy/Banking or equivalent
- Preferably MIA member

KNOWLEDGE

- At least 5 year(s) of working experience in the related field is required for this position

SKILLS AND COMPETENCIES

- Demonstrable and committed background in financial controls