

Executive, Budget & Cash Management

Responsibilities:

- Maintain cash books based on bank in slip, cheque book, cash count report and bank statement.
- Liaise with respective bank/related departments to clarify unknown transactions that appear on the bank statement.
- Prepare bank reconciliations and compile all the bank reconciliation statements.
- Ensure the cash management information system is kept up to date for the timely collection of data figures.
- Proactive in highlighting issues to management by providing clear analysis, message and reports.
- Consolidate departmental budget request.
- Monitor budget against actual and highlight any major variations.

Requirements:

- Bachelor's Degree in Finance/Accountancy/Business Studies/ Management or equivalent.
- Minimum 3 years of working experience in field.
- Age 26 – 30 years old preferably.
- Good communication and interpersonal skills.
- Computer literate especially with Microsoft Excel and Word.
- Able to work under pressure and with tight deadline situations.
- Responsible, self-motivated, committed and able to work independently.