

Job Description

Position: Finance Executive

Reporting to: Executive Director, Global Shepherds Berhad

Organization's Background:

Global Shepherds Berhad is a non-profit organisation that offers shelter, counselling and support services to women who are experiencing sexual gender-based violence, and those who are human trafficking survivors, asylum seekers, refugees, and migrant workers. The organisation is also involved in advocacy work, regularly highlighting to policymakers the need for reforms that address the plight of women and children at risk.

General Position Summary:

Responsible for the accounting and finance functions within Global Shepherds Berhad (GSB) in the spirit of the organisation's Vision, Mission and Core Values.

Policy Statement: Global Shepherds Berhad does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All staff of the organisation will receive annual training and be provided sufficient information on this company policy to ensure strict compliance.

DUTIES AND RESPONSIBILITIES: -

1. ACCOUNTING

- 1.1 Ensure that the finance department performs on time payments, after due verification and authorization, for utilities, all dues to government authorities or any periodical settlement(s) to ensure deadlines are met.
- 1.2 Ensure that payment to vendors, contractors and other as such payments have been duly verified with adequate authorization.
- 1.3 Ensure timely funds transfer from GSB (HQ) to the various welfare ministries for money directly banked into GSB HQ account.
- 1.4 Prepare any other funds transfer, where necessary and ensure appropriate authorization has been obtained before such payment is released.
- 1.5 Ensure proper documentation of Petty Cash
- 1.6 Ensure timely updating of accounts into the UBS accounts system

2. FINANCE

2.1 Monitoring of funds

Monitor and keep track of fixed deposits and to advise investments options for excess funds in normal bank accounts.

Prepare monthly Income and Expenditure Statement on GSB bank account(S) for the Executive Director to review. Such reports should be produced by the 2nd week of the following month, or earlier, where possible.

2.2 Monitor fund balances of assigned programmes and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

2.3 Research risk and related legal issues (e.g. requirements and restrictions, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on operations of the Organisation.

2.4 Investigate, reconcile and resolve accounting discrepancies and irregularities.

2.5 Ensure GSB complies with established finance policies and regulatory requirements and advise management on necessary actions.

2.6 Review and suggest improvements and controls to financial policies, where applicable.

3. BUDGET

Work with various GSB ministries and assist to compile respective budget.

4. PAYROLL

Oversee the preparation and issue of salary payments via cheque or through direct bank in to accounts as necessary

5. TAXATION

5.1 To handle all taxation matters of the organization, ensuring compliance of all statutory requirements and liaison with Tax Agent

6. REPORTS

6.1 To liaise with each Ministry regarding
(i) regular submission of finance reports, with adequate documents
(ii) disbursement of funds

6.2 Submission of monthly financial statements to include monthly financial position, balance sheet, income and expenditure statement to the Executive Director of GSB

- 6.3 Liaise and assist external auditors including preparation of financial schedules and explaining supporting documents and procedures, when required.
- 6.4 Preparation of reports and presentation at the Board Meetings which includes comparison of Income and Expenditure Statements against the Budget.
- 6.5 Liaise with Company Secretary, tax agents and auditors for the finalization of Financial Statement and Statutory reporting
- 6.6 To ensure that financial reporting is done in accordance to Company's Act and Financial Reporting Standard

7. SUPERVISION OF ACCOUNTS PERSONNEL

- 7.1 Supervise admin staff in KL and KK and ensure compliance to Financial Reporting Standard
- 7.2 Mentor admin staff in KL & KK

8. ADMINISTRATIVE DUTIES

- 8.1 Attend to all matters relating to the office, e.g. answering the phone, receiving and despatching documents etc.
- 8.2 Open all correspondences relating to the organisation (other than personal, directed to management)
- 8.3 Attend to delivery schedules of items to and from the office
- 8.4 Keeping inventory and replenishing of stationery and office supplies etc.
- 8.5 Ensuring the efficient, economical use and maintenance of office equipment.
- 8.6 Liaise with contractors/suppliers for servicing /maintenance/repair of equipment, when necessary

9. OTHERS

- 9.1 Update records for fixed assets and other financial documents as necessary.
- 9.2 Perform all other duties as Management assigns.
- 9.3 At all times, ensure and maintain confidentiality of the corporation's information, documents and database.

10. Any other duties and responsibilities

- Any other duties assigned by the Executive Director.



This Job Description is subject to review as and when deemed necessary by the Management of Global Shepherds Berhad.

Please address your application to the Administration Unit and send to the following email address:
info@globalshepherds.my