

## JOB DESCRIPTION

**Position** : Admin and Accounts Officer of Global Shepherds Berhad (GSB), Ampang  
**Reporting to** : Centre Manager  
**Summary** : Responsible for the accounting and administrative duties in various program activities undertaken by GSB in the spirit of Global Shepherds Berhad's Mission, Vision and Values

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### Key Responsibilities:

#### Administration

- Maintenance of proper filing and records systems for all matters relating to the Centre and Shelter (including staff and clients )
- All matters relating to the office, e.g. answering the phone, receiving and despatching documents etc
- Open all correspondences relating to the Centre and Shelter (other than personal or directed to management)
- Attend to delivery schedules of items to and from the centre/shelter
- Assist Centre Manager in preparation of correspondences, reports, etc
- Keeping inventory and replenishing of stationery, office and shelter supplies etc
- Office work relating to special or yearly events, e.g. Volunteers' Appreciation Day , Family Day etc
- Ensure the efficient, economical use and maintenance of office equipment.
- Liaise with contractors/suppliers for servicing /maintenance/repair of equipment, when necessary

#### Human Resources

- To verify and update overtime claims before submission to HQ
- Prepare monthly salary remuneration listing for Center/Shelter for submission to HQ
- Monitor and file Staff Leave (Annual Leave, Medical Leave, Unpaid Leave, Replacement Leave, Medical Leave etc)
- Notify Centre Manager & HQ on new appointment confirmation due date, resignations or other relevant staff matters

#### Centre Maintenance

- Ensure safety, cleanliness and check maintenance of the Centre/Shelter and surroundings
- Liaises with contractors for the general maintenance of the building
- Obtain quotations for repairs/acquisition of equipment/capital expenditure for the approval of the Centre Manager and /or Executive Director
- To arrange servicing and maintenance with approved Service Providers
- Maintain an inventory of furniture and equipment and other fixed assets of GSB
- Arrange servicing of vehicles and renewal of road tax and insurance

#### Accounting and Petty Cash Maintenance

- Record receipts and payments, keeping an accurate account
- Maintenance and proper documentation of Petty Cash

- Ensure the timely payment of statutory requirements and utility bills,
- Check and verify invoices, bills etc for payment
- Check and verify any deliveries to the Centre/Shelter
- Assist Centre Manager in preparation of annual budget
- Assist in updating of transactions into UBS System at HQ

**Donations**

- Ensure that all donations, in cash or kind, are recorded and acknowledged in writing to the benefactor

**Public Relations**

- Answer phone calls and any enquiries politely and in a courteous manner
- Greet and ensure that all visitors to the Centre/Shelter are attended to
- All matters pertaining to the Media must be directed to the Centre Manager

**Teamwork**

- Work in collaboration with other staff members in overseeing the clients, volunteering in RP outreach programme, liaise/network with other agencies or governments bodies when necessary
- Assist in crisis and emergency situations when necessary

**Confidentiality**

- At all times, ensure and maintain confidentiality of the Centre/Shelter and the Clients' information and documents.

**Others**

- Any other duties assigned by the management from time to time.

*This Job Description is subject to review as and when deemed necessary by the Management.*