



VACANCY : FINANCE, HUMAN RESOURCE & ADMIN MANAGER

The Finance, Human Resource Admin. Manager, reports locally to the CEO of school, and in the absence reports to the Sr. Principal of the local school. The Finance, Human Resource Admin. Manager, reports to the Director of Finance & Admin, of the Group.

FINANCE ADMINISTRATION

1. Keep a copy of all 3rd party contracts of the school
2. Keep copy of all Purchase Orders
3. Manage all account & finance functions
4. Handles the preparation of financial forecasts, budgets and reports for the Board of Management & the council for their several meetings each year.
5. Ensures effective and efficient systems and procedures are in place and complied by staff performing financial duties.
6. Manages and supervises cash flow, check and verify payments, receipts and banking transactions.
7. Manages the collection of monies for clubs and societies and any field trips
8. Receive all project papers of the schools.
9. Maintains inventory for the school.
10. Establish policy and procedure for purchase and disposal of school assets.
11. Ensure sufficient admin. resource support at high intake seasons
12. Ensure that bank reconciliation is undertaken on a regular basis.

REVENUE COLLECTION

1. Manage & track the school fees payment(s), hostel payment, of the student population. In tandem with the records of the School Registrar
2. Manage & track collection of CCA fees (in consultation with Teach-in –charge of CCA)
3. Manage & track collection of ASA fees. (in consultation with staff & Teacher –in-charge)
4. Manage & Track collection of Food Subscription
5. Manage where required our Debit Notes for Books and transportation.

PAYMENTS

1. Ensure timely payments of 3rd Party Contractors.
2. Ensure timely payments for all purchasers
3. Ensure timely payment of CCA Resource Person
4. Ensure timely payment of ASA Resource Person
5. Ensure payment of Children PA & other insurance payments

HUMAN RESOURCE ADMINISTRATION

1. Maintain Human Resource File Records
2. Maintain Human Resource Leave, Medical Leave & Emergency Leave Hard copy Records
3. Keep record of Staff Training Records & Service Bonds.
4. Handle EPF & SOCSO Management
5. Handle staff insurance payments
6. Handle Payroll Management
7. Handle response to hr emails.