

### Responsibilities

The Senior Executive (Finance) reports to the Senior Manager (Finance) and is responsible for the management of IAL finance systems, processes and reporting.

Specific responsibilities include:

1. Preparing reports for WDA Incentives and Finance Division (IFD) including, revenue reconciliation, journals, grant disbursement forms.
2. Providing support on day-to-day finance processes including invoicing, verifying collection memo (checking of daily collection amount and sending to WDA IFD) and ensure that they are performed accurately and on a timely basis.
3. Ensure that monthly accounts receivable aging report are updated and submitted to WDA on a timely basis. Monitor the aging report to ensure collections are managed effectively.
4. Timely processing of all account payable activities such as processing all invoice payments, verifying refund request forms, raising grant disbursement claims etc.
5. Prepare monthly updated budget reports comprising of utilization data, funds disbursement, and cash flow positions etc, to facilitate the monitoring of IAL budget.
6. Provide finance support for IAL projects such as visiting speaker series, Adult Learning Symposium etc.
7. Create strong working relationships with other IAL departments and WDA IFD/CDD divisions and liaise with them as appropriate.
8. Any other support as required.

### Requirements

1. A degree in accountancy and/or professional qualifications.
2. At least 2 years experience in accounting and financial management.
3. A high level of expertise with Microsoft Word and Excel.
4. Sound analytical skills and good written and verbal communication.
5. Ability to work with a team and also independently when needed.