



**JOB DESCRIPTION (JD)**

<b>DEPARTMENT</b>	<b>FINANCE</b>
<b>POSITION</b>	<b>ACCOUNTANT</b>
<b>REPORTING TO</b>	<b>FINANCE CONTROLLER</b>

**POSITION SUMMARY:**

The Accountant performs a variety of coordination and administrative duties to contribute to the efficient and effective day-to-day operations of the Finance department.

**DUTIES AND RESPONSIBILITIES:**

The employee will at all times, observe and carry out faithfully and conscientiously all duties and responsibilities that are assigned by the Financial Controller and observe strict confidentiality with regard to the information acquired during the service employment with the Company, and thereafter if the employee leaves its service.

Job Responsibilities:

1. Assist the Financial Controller in managing all financial and accounting functions of RUMC’s educational and training programmes.
2. Compiling and presenting budget reports and variance analysis.
3. Ensure that financial statements and records comply with laws and regulations and corporate governance.
4. Keeping account books and systems up to date.
5. Monitoring spending, payment and refunds to related parties.
6. Liaison with auditors and analysing financial performance.
7. Review, develop, implement and maintain financial and internal control system within corporate policies guidelines.
8. Manage and negotiate with vendors to meet the RUMC's purchasing requirements and expectations in terms of price, quality and delivery and responsible for the control and distribution of inventory.
9. Liaise with JPA, MARA, and other relevant government agencies to manage student’s payment and billing
10. Good communications and people skills is a must as required to constantly interact and communicate with the National Clinical Director and relevant internal and external stake holders.
11. Assist the National Clinical Director in managing finance administrative functions.
12. Discharge any other duties, responsibilities and assignments for the benefit of RUMC from time to time not specifically mentioned here as directed by the Management.

**JOB REQUIREMENTS**

- Candidate must possess a Bachelor Degree in Accountancy or professional accounting qualification (MIA/ACCA/CPA).
- At least 3-5 Year(s) of working experience in the related field is required for this position.
- Possess good analytical skills, meticulous, positive working attitude, committed, good interpersonal skills and follow up skills.
- Able to work independently under minimal supervision and able to work under pressure and meet deadline.