

TASK DESIGNATION: Finance & Account Internship
DEPARTMENT: Finance & Account
DIVISION/PILLAR: Corporate Services
REPORTING TO: Head of Department, Finance & Account
TASK DESCRIPTION
<ol style="list-style-type: none">1. Assist in Financial Data Entry.<ul style="list-style-type: none">- Key in and update financial transactions, including ledger entries and invoices into the accounting system/spreadsheets.2. Assist in Documentation.<ul style="list-style-type: none">- Organize and maintain financial documents, including invoices, receipts, and supporting records.- Assist in development and maintenance of a systematic and efficient documentation filling system.3. Assist in Preparing Management Accounting for Reporting.<ul style="list-style-type: none">- Contribute to the preparation of reports, including profit and loss statements, budget variance analysis, and other management accounting reports.4. Any task assigns by Superior/HOD.<ul style="list-style-type: none">- Assist in day-to-day administrative tasks within the department.- Be flexible and responsive to the dynamic needs of the department.
COMPETENCIES
<ul style="list-style-type: none">• Diploma or Bachelor's Degree in Accounting or Finance or Equivalent.• Attention to details to ensure the accuracy of management accounting reports.• Good communication skills in Bahasa Melayu and English.• Strong problem-solving skills and excellent interpersonal skills.• Able to work under pressure.