

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Associate Accountant
Position Grade	E2 - Executive
Category	Executive
Campus / Unit	Sarawak Campus - Finance and Business Analysis
Term of Appointment	Full-time Appointment
Effective Date	March 2026

Position Purpose

The position is an executive position and supports the financial and business performance functions of the University. It is anticipated that Swinburne Sarawak will expand rapidly and that the responsibilities and scope of the position will grow accordingly.

The position will ensure proper management of procurement, financial accounting functions (including group accounts) and support the digitalisation transformation for FBA. In addition, the position will also support the business performance reporting which includes but is not limited to developing and implementing:

- 1) business intelligence (BI) and the savvy tools for data visualisation and business analysis;
- 2) unit action plan and key results areas set under Campus Plan; and
- 3) financial related policies, risk management and legal compliances.

The position will also undertake a variety of duties in a busy office environment, working independently whilst exercising judgement to prioritise tasks in order to meet the datelines set.

The position will be required to work within a culture of continuous improvement and will be supported and encouraged to identify areas where efficiency can be improved and control measures can be implemented to achieve a higher standard.

The position requires a high level of financial, report presentation and analytical skills, time management as well as good communication skills. The position is also be expected to work efficiently in a team environment and interact professionally and effectively with the University staff and relevant Heads of Management Units, and to the public in providing quality customer service at all times.

Participation on Committees

The position will be required to participate on relevant committees as and when required for the efficient performance of duties and as directed by the Accountant; or Director, FBA; or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

<u>This</u> position's supervisor/manager	Assistant Manager; or any other person as assigned by authorised personnel
Other positions reporting to <u>this</u> position	Finance Officer(s)

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS	
1.	<p>FINANCIAL OPERATIONS</p> <p><u>Procurement Operations</u></p> <ul style="list-style-type: none"> • Review requisitions or manage tenders and verify purchase orders for goods and services in line with the established policies and regulations and approved delegated authority. • Ensure the quality, reliability, delivery and cost-competitiveness of consumables purchased by the University • Source for new and reliable suppliers for long term contracts and relationship. • Source new products and review existing ones to ensure they meet intended purposes • Maintain statistics of purchases and stationery including suppliers' data on materials specification, prices, lead times and minimum order of quantity. • Provide guidance and consultation to respective Management Units for all procurement activities. • Maintain procurement database as administrator. • Review reports (e.g. PO open commitment and aging report, etc) and analysis of procurement activities on a monthly basis. • Evaluate suppliers using a defined rating system and communicate the results of the evaluation to the vendors for continuous improvement. <p><u>Trade Debtors Management</u></p> <ul style="list-style-type: none"> • Verify and validate students' invoices, credit notes and debit notes. • Review and introduce new reliable payment channels for students' fees collection to enhance the payment service and experience for the students. • Create standard students' instalment plans for students • Ensure that core Key Performance Index (KPI) on debtors' turnover are met. • Review monthly receivables and aging reporting for debtors' management. • Actively pursue and manage past due accounts receivable and propose for debtors' impairment where necessary. • Track and report students under financial aid to ensure collection are current. • Review the tickets resolved by officers on students' enquiries, appeals and refund requests tickets via servicedesk to meet the service level agreement. <p><u>Other Accounts Receivables</u></p> <ul style="list-style-type: none"> • Conduct verification and validation for other invoices, credit notes and debit notes for billing purposes (including research investment fund) to ensure accurate other accounts receivable system. • Review monthly other receivables and aging reporting relevant stakeholders and other debtors' management to ensure timely collection and credit control. <p><u>Accounts Payables</u></p> <ul style="list-style-type: none"> • Review payments to creditors i.e. suppliers, staff and students via e-payment, telegraphic transfer or cheque with proper authorisation and supporting. - Collate every detail and record of the payments to ensure payments are up to date. - Ensure the payment compliance with purchase orders, contractual terms and applicable tax regulations, including withholding tax, service tax and corporate tax. - Identify correct account code for payment-related transactions and in accordance with current accounting principles e.g. MPERS. - Submit all invoices for payment approval by the Head of Management Units. • Review payroll summary in financial system. • Respond to inquiries from staff, suppliers, consultants and other clients (excluding students) regarding their payment status, disputes, etc. • Review monthly payables and aging reports and reconciliation. • Evaluate suppliers' registration in supplier management system

KEY RESPONSIBILITY AREAS

Bank Reconciliation

- Perform bank reconciliation for all receipts and payments.
- Review outstanding receipts and payments listing for items significantly aged and determine resolution.

Cash Flow updates

- Prepare weekly cash flow statements and monitor expenditure and cash flow.
- Ensure funding is always sufficient for payment or investment purposes.
- Plan and propose for placement and withdrawal from marketable securities and fixed deposits.
- Ensure fund balance especially year-end is kept at a minimal to ensure efficient use of funding and maximise investment opportunities.

Month-end and year-end closing process

- Review General Ledger including relevant statements by conducting high-level analytical review, analysing and investigating variances for abnormality and data integrity.
- Review month-end and year-end financial reporting
- Ensure the process and capturing of data into the financial system is timely, up to-date and accurate at all times.

Year-end audit or ad-hoc audit

- Be the liaison for internal and external audit.
- Review and prepare financial accounts and audit documentation before and after the audit.

Other functions

- Review and validate fixed asset transaction, including capitalisation, transfers, retirements, depreciation, and reconciliations to ensure the compliance with accounting standards, i.e. MPERS, accuracy of asset records, insurance coverage and alignment between physical assets and the fixed asset register.
- Core FBA representative for tender evaluation for tender value above RM100,000 as required by Tender and Quotation Policy, section 14.1 – Evaluation and Awarding of Tenders or equivalent.
- Respond to financial inquiries by gathering, analysing, summarising, and interpreting data.
- Assist and support Accountants in the following areas:
 - Preparation of monthly management accounts as well as investigating and reporting on variances;
 - The annual budget-setting process, provides ongoing support and direction for budget holders (including budget transfer);
 - Periodical financial update reports, i.e. course costing, all special projects, etc. to various committees and sub-committees;
 - Update of the unit action plan and implementation of financial strategies and goals in line with the Key Result Areas set under the Campus Plan.
- Identify any time-consuming bottlenecks and development needs and scrutinising workflow, policies and regulations and systems to streamline and improve the processes and operations
- Risk Management – provide updates on risk records associated with FBA and prepare follow-up action plans in accordance with the risk register Sarawak Campus.
- Ensure financial and legal compliance at all times according to relevant statutory and regulations as required.
- Support the staff reskilling, empowerment training and development sessions for FBA.

KEY RESPONSIBILITY AREAS		
2.	COMPLIANCE OF MALAYSIAN TAX	<ul style="list-style-type: none"> • Compliance of E-Invoice • Compliance and reporting of service tax. • Corporate tax assessment and planning - establish a more holistic and structure way of managing and planning the corporate tax exposure: <ul style="list-style-type: none"> - Reduce the unnecessary tax liabilities (non-deductible expenses, expenses with tax incentive and capital allowances) by revising the estimated tax payable at least twice within the basis period. - Prepare and obtain approval from Ministry of Higher Education Malaysia (MOHE) for double tax deduction transactions. - Handle tax queries and audits from the tax authorities or tax consultants. • Compliance of withholding tax (WHT), i.e. provide for WHT payable, request for the certificate of tax residence from vendors whenever the double tax agreement is applicable, prepare necessary documents for WHT payable and liaise with tax authorities or tax consultants for any clarification on WHT treatment.
3.	VIRTUALISING FINANCIAL OPERATIONS	<p>Be the project leader to drive the digitalisation transformation of procurement and finance operations, such as:</p> <ul style="list-style-type: none"> • Support the formulation of a holistic end-to-end digitalisation roadmap to focus not just on quick wins, but also on the capabilities of the system to address medium and long needs and growth for both Swinburne Sarawak and Melbourne i.e. Swinburne Horizon 2025 Vision. • Identify pain points and areas for business process improvements or reboot. • Propose fit-for-purpose systems to replace legacy systems e.g. financial, fixed assets management and reporting, etc: <ul style="list-style-type: none"> - Formation of system specifications to ensure all pain points and stakeholders' requirements are met; - Arrange and co-ordinate for systems demonstration or walkthrough; - Perform user acceptance test for final approved shortlisted system; - Pilot the implementation of new systems. • Resolve teething issues post systems implementation and recommend enhancements.
4.	BUSINESS INTELLIGENCE	<p>Assist and support Accountants in the following areas:</p> <ul style="list-style-type: none"> • Develop a single source of truth and business intelligence solutions, such as business analysis, simulation, data mining, data visualisation, sustainable business model/infrastructure and best practices for more data-driven decisions and support strategic planning. • Costing – work closely with Management Units for data collation and ensure that all project or courses or activities costings are financially feasible and accurate estimation of new or existing projects or courses or activities costing, viable new directions and information dissemination. • Comprehensive and periodical measure and review of the key performance indicators to drive change, eliminate inefficiencies and swift adapt to constantly changing environment. • Apply business intelligence and tech-savvy tools to ensure the integrity and timeliness of the reports prepared for monitoring and driving the University's wide results.
5.	CUSTOMER SERVICE	<p>Collaborate with internal and external stakeholders to better understand, anticipate and meet the current and future needs of the Sarawak Campus:</p> <ul style="list-style-type: none"> • Assist Accountants to implement high-quality processes that document, assess, improve and deliver favourable service performances. • Work effectively in cross-functional projects and teams. • Be accessible for customer enquiries and respond to customers in a timely manner.
6.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.

KEY RESPONSIBILITY AREAS		
7.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
8.	OTHER DUTIES	Any other duties as and when required by the Accountant; or Assistant Manager; or Accountant; or Manager, FBA or Director, FBA; or PVC&CEO (Sarawak); or any other person as assigned by authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable/ Preferable
1.	A Bachelor's degree in Accounting or business-related discipline from a recognised institution, or a professional qualification in a relevant area. Master's degree holder in a relevant area can be considered.	Essential
2.	Professional membership (ACCA/CIMA/MICPA/MIA).	Essential
3.	An additional certification in Computing-related discipline would be an added advantage.	Highly Desirable

Experience / Knowledge / Attributes: Required by the position to successfully perform the position's key responsibilities.		Essential/ Highly Desirable/ Preferable
1.	A minimum of three (3) years relevant working experience in a commercial or audit environment.	Essential
2.	Excellent knowledge in operating BI or tech-savvy tools, i.e. PowerBI, Tableau, UIPath, Python, etc.	Essential
3.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
4.	Self-starter, resourceful, proactive, thorough and detail-oriented in obtaining and producing financial information.	Essential
5.	A dynamic and proactive person with a strong technical knowledge and analytical skills.	Essential
6.	Ability to set priorities, plan work and meet deadlines in a dynamic environment.	Essential
7.	Demonstrated ability to operate other software application including Enterprise Resource Solutions (Oracle, SAP, Microsoft Dynamic, etc), Word, Excel, Powerpoint, Visio, Outlook etc.	Essential
8.	Demonstrated ability to multi-task.	Essential
9.	Good report writing skills.	Essential
10.	Demonstrated ability to work under limited direction and use initiative and judgements.	Essential
11.	Flexibility and adaptability in order to work under pressure and meet short and long-term deadlines.	Essential
12.	Excellent communication and interpersonal skills, and demonstrated ability to work effectively in a consultative and team environment.	Highly Desirable
13.	Demonstrated ability to form sound working relationships with a wide range of staff.	Highly Desirable
14.	Ability to handle legal issues in collaboration with panel of solicitors.	Highly Desirable
15.	Knowledge of the Malaysian education system and an understanding of the key issues relating to the provision of private tertiary education in Malaysia.	Highly Desirable
16.	Relevant working experience in a tertiary institution an advantage.	Highly Desirable