

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Finance Officer
Position Grade	E1-T - Officer
Category	Executive
Campus / Unit	Sarawak Campus - Finance and Business Analysis
Term of Appointment	Full-time Appointment / Fixed-term Appointment
Effective Date	June 2025

Position Purpose

The position is an executive position and supports the financial accounting operations and tax 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 report to the Finance Executive, Assistant Manager, and Director, Finance and Business Analysis (FBA) to undertake initiatives or projects independently besides having decent verbal and written communication skills. The position will be one of the subject-matter experts to drive the digitalisation of procurement and finance operations. In addition, the position will also be accountable for the procurement and financial accounting operations and assisting in the e-invoice, direct and indirect taxes planning, assessment and compliances. The position will 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 and report presentation skills, time management as well as good communication skills. The position is also 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 Finance Executive; or Assistant Manager; or Director, FBA; or by any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

<u>This</u> position's supervisor/manager	Finance Executive; or any other person as assigned by authorised personnel
Other positions reporting to <u>this</u> position	None

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"> • Manage requisitions or tenders process and issue purchase orders for goods and services in line with the established policies and regulations and approved delegated authority. • Coordinate with suppliers on the availability, pricing, and specifications of goods and services; special and prior approval requests; and ensure timely delivery. • Address issues related to new goods and services, damaged items, or unsatisfactory services received. • Conduct research concerning commodities and services, and suppliers sourcing. • Provide guidance and consultation to respective Management Units for all procurement activities. • Prepare reports and analysis of procurement activities on a monthly basis. • Conduct CTOS checks on suppliers or potential business partners to assess creditworthiness and financial standing. <p><u>Trade Debtors Management</u></p> <ul style="list-style-type: none"> • Work closely with Student Engagement and Future Students teams to ensure accuracy in student's data, status and invoicing. • Handle collection of students' fees through various payment channels. • Explore and introduce new payment channels to enhance the payment service and experience for the students. • Process students' instalment plans. • Ensure that core Key Performance Index (KPI) on debtors' turnover are met. • Prepare monthly receivables and aging reporting for review, reconciliation and 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. • Resolve 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"> • Process other invoices, credit notes and debit notes for billing purposes (including research investment fund) to ensure accurate other accounts receivable system. • Prepare monthly other receivables and aging reporting relevant stakeholders and other debtors management to ensure timely collection and credit control. • Create and maintain other debtors' records in financial system. <p><u>Accounts Payables</u></p> <ul style="list-style-type: none"> • Process 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. • For e-payment: request and update bank details of suppliers, staff and students into auto pay kit or reflex online cash management. • Perform corporate credit and debit card payments that are in line with the University's policies and regulations. • Update daily payment details report and monitor cash flow position to ensure sufficient liquidity for operations, investments and financial obligations. • Prepare monthly payables and aging reports for review and reconciliation. • Respond to inquiries from staff, suppliers, consultants and other clients regarding their payment status, disputes, etc. • Register and maintain suppliers' records in supplier management system.

KEY RESPONSIBILITY AREAS		
		<p><u>Fixed Asset</u></p> <ul style="list-style-type: none"> • Process requests for capitalisation (including validating the receiving of fixed assets and arranging for the fixed assets tagging), asset transfers and asset retirements and obtained relevant approval before entering these transactions into fixed asset registers and accounting system • Verified to ensure that assets are classified correctly and in compliance with current accounting principle e.g. MPERS. • Generate depreciation for all classes of fixed assets • Review assigned jobs and accounts code monthly to ensure the integrity of financial reporting • Reconcile fixed asset registers with accounting ledgers, prepare monthly fixed asset reports, perform appropriate adjustments and review discrepancies with fixed asset custodians / lab-technicians • Review year-end capital work-in-progress • Review quarterly to ensure all the fixed assets are insured in accordance to the insurance policies and procedures • Prepare deprecation forecast for budgeting purpose • Conduct the physical sighting of engineering equipment with the respective fixed assets custodians and/or labs-technician to strengthen and enforce control over the University's assets and align the assets register with fixed assets • Verify the discrepancies between the physical assets and fixed assets register with the respective fixed assets custodians and/or labs-technician • Prepare the variance analysis and assist to prepare the report on the discrepancies to the management <p><u>Other functions</u></p> <ul style="list-style-type: none"> • Release funding for the activities approved and funded by SSSC account. • Work with line supervisor on audit schedules for year-end closing and/or audit. • 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. • Apply business intelligence and tech-savvy tools to ensure the integrity and timeliness of the reports prepared for financial reporting. • Assist line supervisor with the update of 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 scrutinise workflow, policies and regulations and systems to streamline and improve the processes and operations. • Ensure financial and legal compliances at all times according to relevant statutory and regulations as required.
2.	COMPLIANCE OF MALAYSIAN TAX	<p>Assist and support the Finance Executive in the following areas:</p> <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.

KEY RESPONSIBILITY AREAS		
3.	VIRTUALISING FINANCIAL OPERATIONS	Be one of the subject-matter experts to support the digitalisation of the procurement and finance operations, such as replacing legacy systems and reporting, systems optimisation and application of artificial intelligence to address not just quick wins, but the medium and long-term view.
4.	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 by ensuring that the core Key Performance Index (KPI) for customer satisfaction are met. • Assess customer satisfaction level through survey evaluate and react to the feedback or complaints to promote customer interaction.
5.	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.
6.	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.
7.	OTHER DUTIES	Any other duties as and when required by the Finance Executive; or Assistant Manager; or Accountant; or Manager, FBA or Director, FBA; 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) A Bachelor's degree in Accounting or business-related discipline from a recognised institution or a professional qualification in a relevant area; or b) A Diploma with a minimum of three (3) years relevant working experience in a commercial or audit environment. Fresh Bachelor degree holders in relevant discipline can be considered.	Essential
2.	An additional Bachelor's degree in Computing-related discipline would be an added advantage.	Preferable

Experience / Knowledge / Attributes: Required by the position to successfully perform the position's key responsibilities.		Essential/ Highly Desirable/ Preferable
1.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
2.	Self-starter, resourceful, proactive, thorough and detail-oriented in obtaining and producing financial information.	Essential
3.	A dynamic and proactive person with a strong technical knowledge and analytical skills.	Essential
4.	Ability to set priorities, plan work and meet deadlines in a dynamic environment.	Essential
5.	Demonstrated ability to operate other software application including Enterprise Resource Solutions (Oracle, SAP, Microsoft Dynamic, etc), Word, Excel, Powerpoint, Visio, Outlook etc.	Essential
6.	Demonstrated ability to multi-task.	Essential
7.	Good report writing skills.	Essential
8.	Demonstrated ability to work under limited direction and use initiative and judgements	Essential
9.	Flexibility and adaptability in order to work under pressure and meet short and long-term deadlines.	Essential
10.	Has relevant working experience in a commercial or audit environment.	Highly Desirable
11.	Excellent knowledge in operating BI or tech savvy tools, i.e. PowerBI, Tableau, UIPath, Python, etc	Highly Desirable
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