

**NON-ACADEMIC POSITIONS****Closing Date: 27<sup>th</sup> September 2023****Position 2: Admin Assistant (1 position)****Location : ISSB Management Office, Gombak, Kuala Lumpur**

<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
Finance & Accounts	Full Time	October 2023

**Job Description:**

1. To check on the genuinity of payment request made by the requestor (Schools and Departments).
2. To vet through supporting documents related to purchasing of items (procurement) and payment made for suppliers/vendors are completed and suffice.
3. Filing in all related documents in the proper file.
4. Cash in transit is mainly cash collected daily, to be bank in immediately.
5. Delivery of all related accounts documents to intended recipients.
6. Prepare Payment voucher and cheque.
7. Prepare and process claim payment vouchers.
8. Checking and prepare mileage claim report.
9. Prepare monthly payment for EPF, SOCSO, PCB and Loan.
10. Prepare for salary payment voucher.

**Job Requirements:**

1. Candidate must possess at least SPM / STPM / Diploma in Accounting or any related filed.
2. At least 2 years of working experience in the related filed is required for this position.
3. Excellent analytical, communication and interpersonal skills.
4. Computer literate with good knowledge in Microsoft Office applications.
5. Applicant should be Malaysian citizens.
6. Good command and written in English and Bahasa Malaysia.
7. Male candidate preferred.
8. Required Skill(s): Computer literacy with working knowledge of Microsoft Application (Excel & Words) and familiar with Computer Accounting software.
9. Able to handle P&C information.