



Vacancy: Finance Manager

Yayasan Tunku Abdul Rahman

About Yayasan Tunku Abdul Rahman (YTAR)

Yayasan Tunku Abdul Rahman (YTAR) is a statutory body that was established in 1966 as a fund from the cumulative contributions of Malaysian leaders who were passionate about helping students from less fortunate backgrounds. In the present, YTAR focuses on developing and empowering high-need, high-potential Malaysians.

We are looking for passionate and professional individuals to join our team and our movement who are invested in our vision, mission, and core values (Compassion, Leadership, Honour and Unity). These are important parts of our culture that ensure our long-term, sustainable success and help us realise our vision of serving the nation and continuing Tunku Abdul Rahman's legacy.

Role	:	Finance Manager
Start Date	:	Soonest Convenience
Office Location	:	Menara UOA, Bangsar, Kuala Lumpur Work From Home policy in place during the pandemic
Employment Type	:	3-Year contract with option to extend
Salary Range	:	RM6,000-9,000 per month
Benefits	:	<ul style="list-style-type: none">● Statutory EPF and SOCSO contributions● Medical Insurance● Flexible work arrangements for stay-at-home-parents
Other Benefits (after 1 year of service)	:	<ul style="list-style-type: none">● Entitlement for Bonus (subject to individual and organisational performance)● Professional Development Fund

Note: YTAR reserves the right to amend its compensation and rewards policy at any time and will inform Staff of any changes if affected.

Position Overview

YTAR is seeking a Finance Manager who is an experienced accountant to strengthen governance and oversight of the Foundation's financial operations that includes a well-funded endowment fund, additional assets and fundraising and donation income streams within the requirements of a statutory body.

The Finance Manager role is a senior management role and is expected to collaborate across the various programmatic, fundraising, partnership and marketing functions to achieve the shared goals of the Foundation. As such the Foundation is looking for a candidate that is experienced in accounting and financial management as a steward for the assets and donations received. The candidate must also be mission and values aligned.

The Finance Manager will be reporting to the CEO with additional responsibilities of reporting to the Administration Committee and the Board of Trustees to ensure fiduciary responsibilities are met. The Finance Manager shall oversee an outsourced bookkeeping function to assist in their goals.

External stakeholders that will be the primary responsibility of the Finance Manager will include the National Audit Department, Inland Revenue Board and the Ministry of Higher Education's Governance & Administration Department.

Key Priorities and Responsibilities for the Role

The role will be leading all aspects of the Foundation's financial reporting and control processes (but not limited to) fulfilling the following tasks and responsibilities:

Relationship Management and Communication:

Act as the primary liaison on all finance-related matters including presentation on the financial performance and position of the Foundation to:

- Board of Trustees and subcommittees (Administration Committee and Investment Committee)
- External Auditors, Inland Revenue Board, Ministry of Higher Education and Parliament
- Banks and Investment Asset Managers
- Donors
- Other relevant parties

Statutory Compliance:

Monitor and review compliance standards across:

- Accounting: Be responsible for annual financial statements as per the required standards
- Tax Exemption: Ensure the Foundation's ongoing compliance in accordance with conditions as set out under subsection 44(6) of the Malaysian Income Tax Act 1967
- Tax Reporting: Submit annual tax report
- Parliament: Ensure annual report to Parliament is up to standard, accurate and timely
- Governance: Ensure compliance with YTAR's Act as well as supporting internal financial policies and procedures

Financial Management and Reporting:

- Be responsible for the preparation and maintenance of monthly financial reports for all income and expenses of the Foundation
- Be responsible for reviewing the Foundation's investments on a quarterly basis in conjunction with appointed fund management providers
- Provide oversight over the work of the Office Manager which includes:
 - Preparation of monthly online / cheque payment for expenses, payroll, EPF / SOCSO and other similar outgoings
 - Issuance of receipts for all income including donations and other such contributions to the Association
 - Maintenance of master spreadsheets detailing expenses and receipts of the Association
- Manage the process of annual budgeting, performing variance analysis and monthly reforecasting – the ability to optimize cash flows and cash balance management to ensure high efficiency of the Foundation's capital base is critical
- Prepare quarterly donor reports based on scholarship or restricted programme (e.g. Closing The Gap, Future Ready) expenses and balance

Candidate's Profile, Qualification and Experience

Commitment to our organizational values

- Deep commitment to and belief in Yayasan Tunku Abdul Rahman's vision and values
- Humility, compassion, and aptitude for learning
- Strong ownership and independence of work
- High standards of excellence
- Problem solving skills

Qualifications and Experience

- Minimum of six (6) years of work experience including significant experience across auditing and/or management accounting with at least four (4) years of post-qualified experience within relevant areas
- Strong accounting software knowledge (e.g. XERO Accounting) and advanced Excel skills (including V-Lookup and Pivot Tables) would be highly desirable

Other Requirements:

- Fluent in Bahasa Malaysia and English
- Strong and confident communicator with a proactive approach towards ensuring all stakeholders are kept fully informed on issues promptly

Application:

Please email ida.thien@yayasantar.org.my.

1. Submit your updated CV (with 2 referees listed).
2. Answer the following questions (not more than 300 words per question)
 - a) Why do you want to apply for this role?
 - b) What are 3 attributes, skills or experiences which make you suitable for this role?
 - c) What are your professional ambitions in the next 5-10 years? Please elaborate on how joining YTAR will support you in achieving those goals.

Shortlisted applicants will be contacted for a virtual assessment as well as an interview.