



WE ARE HIRING!



# Finance & Accounts Executive

Holy Trinity Bukit Bintang (HTBB) is a vibrant Anglican church located in the heart of Kuala Lumpur with a mission to spark the evangelisation of the nations, revitalisation of the church, and the transformation of society.

If you'd like to make an impact on not only the church, but the wider society as well, then we're looking for a Finance & Accounts Executive to ensure that all accounting services are performed efficiently, accurately and within our internal financial policies and industry best practices.

[htbb.org](http://htbb.org)

## The What

- Keep a full set of financial accounts in accordance with applicable accounting standards
- Process payables, receivables, journal entries, petty cash etc.
- Prepare monthly, quarterly and annual management reports and analyses
- Prepare monthly and quarterly cash flow reports
- Prepare financial slides for Board Meetings
- Prepare Year-end closing/Accruals for Audit
- Prepare periodic reports as and when required by the Leadership and Pro Parish Council (Board of Advisors)
- Regularly liaise with Auditors, Company Secretary and Tax Agent
- Paperwork for the Opening/Closing of Bank Accounts, Additions/Deletions of bank signatories

## The Who

Ideal candidates will have the following characteristics:

- A passion for growing God's kingdom
- A desire to model excellence with a view to attract like-minded talents to explore careers in full time ministry
- Spiritually mature
- Able to work in a team-oriented, collaborative environment
- Culturally adaptable

## Qualifications & Essential Skills

- Diploma or Degree in Accountancy/Finance
- Self-motivated with a willingness to work with minimal supervision
- Meticulous and diligent with meeting deadlines
- Knowledge of packaging accounting systems (e.g. QuickBooks Pro)
- Experience in a cross cultural working environment and team working ability
- Computer literacy and proficiency in MS Excel
- Good communication and interpersonal skills
- Language skills: Written and Oral - English and Mandarin/Cantonese

## Sound good to you?

Apply today by sending your full resume, current and expected salary to: [ap.careers@alpha.org](mailto:ap.careers@alpha.org)