

## ***Job Description: Finance Assistant*** ***Updated Oct 2019***

### **Overview:**

Under the supervision of the Finance Officer, Finance Assistant (FA) is part of WAO's Finance Team and he/she would work closely with Finance Officer.

As Finance Assistant, one is expected to have excellent administrative, organizational and time management skills. Reliable with the ability to multitask and must be very discreet as finance matters are of confidential nature. You will work closely with the Finance Officer to help maintain good financial health and to further improve on policies and procedures within WAO.

### **Responsibilities:**

- Prepare accounts payable and accounts receiveable, bank reconciliation, balance sheet and etc, by thoroughly checking and correcting the accounting and other relevant financial records
- Provide support in preparing the financial reports in the accounting and finance system as per the instructions received from Finance Officer.
- Maintain, update, and retrieve the financial information from the financial database and system
- Assist in the preparation of receipts and vouchers and their relevant formats, so that the financial details can be entered correctly in the accounting system
- Manage claims, follow ups with colleagues on claims and other related financial documentation that is pending
- Responsible for maintaining and updating the accounting spreadsheets, journal logs to ensure that it is compliant with organisation's rules and regulations, and any other relevant legislation.
- Required to be able to multitask and have the ability to handle high volumes of financial data and information, and should be well acquainted with ways of storing and retrieving it whenever there is any need (filing).
- Assist in the budget preparation and ensure that expenditures that have been incurred are posted to appropriate accounts. As and when required to participate in financial meetings and may note down the minutes of the meeting.
- Maintain the membership database and subscription database

### **Qualities**

- 1) Strong commitment to feminist principles and WAO vision, mission, and core values.
- 2) Ability to multi task, work under pressure and within deadlines
- 3) Strong Interpersonal skills, which includes people management skills and ability to interact with all levels of people within and outside of the organisation
- 4) Good communication skills especially in English and Bahasa Malaysia
- 5) Advanced knowledge in MS Excel
- 6) Familiarity with accounting software eg Quickbooks would be an advantage
- 7) Excellent Coordination and organisational skills.
- 8) Excellent in working independently and also a team player.