

Financial Controller

Job Summary

Responsible for the administration of all financial operations of the University of Malaya including the development of a financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve University assets, report accurate financial results, monitoring adherence to the budget and development of long term financial and operational strategies.

Skills and Academic Qualification

- Bachelor's Degree (Honours) in Accounting, business, economics, finance or a related fields;
- Management experience; leadership skills; interpersonal skills; solid written and verbal communication skills; high attention to detail.

Primary Responsibilities

- Proactively advise the Management on all aspects which financially impact campus operations, including financial planning, budgeting and analysis, controllership, and revenue cycle functions;
- Be the print of reference and consultant on financial matters in the University;
- Be part of the University Top Management and work closely with the Vice-Chancellor in financial management and income generation;
- Develop and maintain systems of internal control to safeguard the financial integrity of the campus, monitor campus contracts, and ensure compliance with government regulations and higher education peer standards;
- Develop and communicate annual operating and capital budgets and lead the campus annual budget process;
- Oversee all University investment and trust funds; as well as manage all payments and revenues;
- Responsible in maintaining all records of purchases, expenses, fixed assets and financial reports of the University; and
- Perform other functions and duties as needed and assigned by the Vice Chancellor of the University of Malaya.

Appointment

The tenure of service shall be between one (1) to three (3) years. Renewal of the contract is upon satisfactory performance and mutual consent. The candidate will report to the Vice-Chancellor of University of Malaya.

Remuneration

The candidate will receive monthly remuneration as decided by the University Management.