

JOB DESCRIPTION

Job Summary:

The Assistant Manager will be assisting the work of the Finance and Investment Division under the supervision of the Assistant general Manager, Finance and Investment.

Job Responsibilities:

- Providing financial, accounting, and administrative support to ensure full compliance with the Company's financial policies and SOPs.
- Preparing and receiving payments and maintaining proper records of these transactions on a regular basis.
- Creating, sending, and following up on invoices and/or receivables.
- Recording and/or assisting in recording the daily receipts and payments into the accounting system.
- Assist in maintaining a proper filing system for the financial records and ensuring accuracy of entries and recording of receipts and payments.
- Assisting in conducting regular reconciliation of the general ledger accounts.
- Assisting the Division in updating the cash book and ledgers on a day-to-day basis.
- Providing administrative support during annual budget preparation.
- Providing assistance in annual and ad-hoc audits.
- Assisting with the preparation of periodic financial reports and statistics.
- Carry out other works as may be required by the Division from time to time.

Additional Responsibilities:

Perform other work-related duties assigned by the Business Center Corporation.

Work Location:

- Business Center Corporation Head Office.