

JOB VACANCY

HDC(161)-HRM/IU/2021/649
30th December 2021

Loan Management Officer Accounting & Finance

MINIMUM QUALIFICATION & REQUIREMENT

- Degree or MNQF Level 7 Qualification in Accounting/Finance or relevant field or ACCA/CIMA/CPA qualified **(OR)**
- Diploma or MNQF Level 5 Qualification in Accounting/Finance or relevant field or ACCA/CIMA/CPA partially qualified with minimum 2 years' experience in relevant field.

OVERALL SCOPE

Handle day-to-day operations of Loan Management function and ensure maximum optimization of resources the under the instruction of the supervisor.

SCOPE OF WORK

- Pass necessary journal entries, reconcile customer accounts and ensure accuracy of the data in system as well as in excel and reports.
- Maintain up-to-date records of loan customers in Excel and ERP system.
- Review Loan Settlements and preparation of Statements to send it to customers on a regular basis.
- Ensure to follow-up on loan closing customers at BML regularly and provide proper payment options to customer based on the requirement.
- Implement all the necessary documentation required in the fulfillment of activities such as loan opening, Reschedule, Cancellation or any Changes to agreements.
- Coordinate with customers on a daily basis to resolve issues.
- Coordinate with other departments to ensure effective and efficient operations of the loan settlements.
- Prepare and check Repayment loan Schedules for new customers and rescheduling customers due to various requirements (Rent Relief, Conversion to Islamic loans, Lease to Sale, Ownership Change etc.)
- Preparation of financial statements and reports on a monthly, quarterly and annual basis and providing necessary support/documents for other units to ensure delivery of reports for monthly and Yearly Financial Audit.
- Seek options for continuous improvement and enhancement of the unit (eg, SOP, Training manuals formulating Changes to SOP).

JOB SKILLS AND SPECIFICATIONS

- Knowledge of GAAP, IAS & IFRS.
- Computer literacy in accounting packages: preferably Dynamics, Tally knowledge.
- Familiar with accounting software's.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Should be able to work as an individual and as a flexible team player.
- Strong communication skills (verbal as well as written).
- Should be able to priorities tasks and manage one's own time effectively.

SALARY PACKAGE

Gross Salary of MVR. 17,000.00

REQUIRED DOCUMENTS

- Accredited certificates
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.my>

Deadline: 06th January 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516