



Human Resources Policy PHR17

JOB DESCRIPTION

JOB TITLE : FINANCE COORDINATOR

IMMEDIATE SUPERIOR : FINANCE MANAGER

ESSENTIAL DUTIES AND RESPONSIBILITIES :

The following tasks and responsibilities are expected to be carried out by a TKHS employee appointed to the position written above.

- Performs as petty cash custodian, payment releases, reconciliation and bookkeeping.
- Submits financial and petty cash reports to management and accounting firm.
- Prepares payment requests and vendor approval.
- Handles bank reconciliation and coordination with company's accredited bank institution.
- Assists on tax remittance requirements and requests
- Regular Coordination with Finance Manager
- Handles financial work and other related functions assigned by the Finance Manager.
- Providing regular reporting to the management as directed.
- **General :**
 - Provision of appropriate market research and sales reports as requested by the superior;
 - Support the company's strive to maintain ISO certifications including ISO9001;
 - Develop and implement procedures for improving the efficiency of the company's operations;
- **Comply with company rules and regulations.**

QUALIFICATIONS :

- Bachelor's/ College Degree in Finance/ Accountancy/ Banking or equivalent
- At least 1-2 years of working experience in the related field is an advantage
- Knowledgeable in accounting and bookkeeping terminologies and practices
- Knowledgeable in MS Office applications (Excel, Word, PowerPoint and Outlook)
- Keen to details, Organize, Meet deadlines
- Knowledgeable in Accounting System is an Advantage (MYOB)

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CONFORME :	
LILYBELLE MANUEL General Manager - Administration	_____ Signature/ Date
_____ Employee Name	_____ Signature/ Date

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