

JOB DESCRIPTIONS AND QUALIFICATIONS

DEPARTMENT : STRATEGY

Position : Assistant Manager

Unit : Strategic Planning

Position Summary:

To ensure that LTAT's strategy is well-formulated in accordance with its mandate and the plans to implement the strategy that are developed and expected by all the departments successful for LTAT to achieve its vision and mission.

Key Accountabilities:

- a) Assists in the formulation, planning and implementation of LTAT's strategy
- b) Coordinate and guide all departments in the development of the respective departmental annual business objectives and initiatives to ensure it is in line with the overall LTAT strategy
- c) Organize annual retreats, workshops and planning session with relevant stakeholders such as LTAT's Management, Investment Panel and Board.
- d) Design and provide input in the development of LTAT's corporate-level frameworks.
- e) Assist in the development or review of strategy and policies of the defence industry.

Qualifications:

- a) Minimum of 6 years of experience in corporate strategic planning, business/investment analysis, project management, policy and frameworks design and development, portfolio or financial modelling and budgeting.
- b) Bachelor degree in Economics or any business/finance related courses.
- c) Has worked in a financial institution including asset management company bank for at least 3 years.
- d) Has professional qualification or any relevant certifications/license.
- e) Has conducted workshops/events/knowledge.

Knowledge/skills

- a) Able to synthesize variety and voluminous data and analysis to generate insights and formulate action plans.
- b) Multi-tasking, project management, and time management skills, with the ability to prioritize tasks.
- c) Proficient in Ms Office (Word, Powerpoint, Excel).
- d) Excellent writing, presentation and visualisation skills.
- e) Excellent analytical and problem-solving skills.
- f) Good communication skills and people oriented.
- g) Good understanding of financial and investment-related industries trend, challenges, issues and opportunities.

DEPARTMENT : FINANCE AND ADMINISTRATION**Position : Assistant Manager****Unit : LTAT Accounts*****Position Summary:***

Assistant Manager Finance (LTAT Account) is responsible to assist Manager in ensuring the execution of preparing and submission of monthly LTAT Management Accounts for management reporting, interim/yearly LTAT Financial Statements for auditing, taxation and zakat computation are in accordance with Malaysian Financial Reporting Standards (MFRS) and other approved standards/policies. The job scope also requires monitoring on Sistem Perakaunan Berkomputer LTAT (SPBL) for ensuring the daily operation run smoothly as well as responsible in ensuring the management of administrative affairs for the LTAT Account Section runs in efficient manner.

Key Accountabilities:**1. LTAT Account**

- a) To prepare and ensure the process of preparing and submission of the monthly LTAT Management Accounts and supporting schedules to management and respective departments in accordance with the Malaysian Financial Reporting Standards (MFRS) within 7 working days after the closing of the general ledger.
- b) To prepare and ensure the process of preparing and submission of interim/yearly LTAT Financial Statement and Audit Schedules to National Audit Department (JAN) in accordance with the Malaysian Financial Reporting Standards (MFRS) and within the time frame given as well as updating LTAT's accounting policies adhered to new MFRS and the requirements of the Tabung Angkatan Tentera Act 1973 (Act 101).
- c) To prepare notification paper, presentation slides and analytics data for monthly and yearly financial reporting for notation and Board's approval.
- d) To assist Manager in daily operation for posting monthly/yearly accruals adjustments, depreciation, disposal transactions for new and existing property, plant and equipment to general ledger via SPBL system.
- e) To ensure the evaluating of the LTAT credit risk access on accounts receivables (current and non-current), investment at amortised cost and other investment instruments to perform provision on expected credit loss on a yearly basis.
- f) To supervise and monitor the overall general ledger account on monthly basis to ensure the accuracy of the data/transaction in the monthly financial statements and take a prompt action for any discrepancy and unreconciled data as well as monitoring the management of the SPBL system for ensuring the daily operation run smoothly and liaise with IT department and consultant for any system disruption.
- g) To assist Manager in handling audit matters related to job scope in ensuring LTAT obtain Audit Report from JAN and to assist Communications Department in proof-read the LTAT Annual Reports for table to parliament.
- h) To assist Manager on system enhancement and new integration process with other system in LTAT. To manage and monitor n the management of SPBL for ensuring the daily operation

run smoothly and liaise with IT department/consultant for any system disruption and enhancement.

2. Portfolio Management, Taxation, Zakat and Follow Up

- a) To approve and post journals for internal and external portfolio management transactions monthly, half yearly and yearly basis based in Limit of Authority.
- b) To ensure the Bank Reconciliation Statement process for all LTAT bank Accounts is carried out daily within 24 hours of working days after the bank statement posting is uploaded into the Sistem Perakuanan Berkomputer (SPBL) as well as monitoring all receipts and payment are recorded accordingly and reconciled with the bank statements.
- c) To manage on the filing/submission of Tax Estimation of Tax Payable (Form e-CP204) for the year of assessment to Inland Revenue Board Malaysia (IRBM) via e-Filing before or on 30 November every year.
- d) To manage on the filing/submission of LTAT Income Tax Return Form (e-C Form) to the IRBM via e-Filing within seven (7) months from the date following the close of the accounting period which constitutes the basis period for the year of assessment and follow up with IRBM on the tax claims.
- e) To liaise with subsidiaries in gathering information on Country-by-Country Reporting (CbCR) and ensure the process of submission the CbCR report to IRBM is executed in a complete manner and in accordance with the regulation and the period given which is not later than twelve (12) months after the last day of the reporting financial year.
- f) To ensure the computation of LTAT zakat payment for Board's approval is according to the Working Capital method or alternative method based on the approved guidelines by the Zakat Collection Center.

3. Financial Investment

- a) To execute approval and posting in Financial Investment Module on daily/monthly basis for transactions related to sales of shares/purchase of shares/dividend/money market placement/OCI Reserve based on the Limit of Authority.
- b) To execute approval and positing journal in SPBL Ledger related to cost of inventories/CSR project transactions, payment for investment properties as well as fair value on investment properties based on the Limit of Authority.
- c) To monitor and ensures the inventories and Corporate Social Responsibilities activities/transactions are accurate and verifies the reconciliation report prepared by Finance Executive reconciled with investment and PPHM's record on monthly basis.
- d) To monitor the transaction related to Members' Contribution Account.
- e) To verify the preparation of Audit Schedules for submission to JAN for auditing are prepared in timely and tally with Notes to Financial Statement as well as to ensure the original receipt being imaged and proper for disposal after 7 years.
- f) Perform duties as Quality Internal Auditors, Tender and Quotation committee and authorized payment approver through the AFFINMAX Affinonline.com according to the authorized limit (approver).

Qualifications:

- a) Minimum 7 years of relevant experience in accounting field.
- b) Bachelor's degree or professional qualification in accounting, business, finance, or a relevant related field is typically required. A professional qualification such as ACCA would be an advantage [Non-Malaysian Institute of Accountants].

Knowledge/Skills:

- a) Good knowledge on accounting treatment, standards and policies as well as good understanding in Malaysian Financial Reporting Standards (MFRS).
- b) Proficient in handling financial system, Sistem Perakaunan Berkomputer LTAT (SPBL).
- c) Proficient in Microsoft Office tools particularly Excel, PowerPoint and Word.
- d) Able to work under pressure to meet the deadline given and able to resolve accounting and operational issues and generate insights with minimal supervision.
- e) Excellent interpersonal, communications and teamwork skills with all levels and other departments.
- f) Possesses leadership skills, multi-tasking and time-management skills, with the ability to prioritize tasks.



DEPARTMENT : FINANCE AND ADMINISTRATION**Position : Manager****Unit : Account Division*****Position Summary:***

Responsible to assist Head of Department in ensuring the preparation and submission of monthly LTAT Management Accounts for management reporting and interim/yearly LTAT and Group Financial Statements for auditing, taxation and zakat computation are in accordance with Malaysian Financial Reporting Standards (MFRS), and other approved standard/policies. The job scope also requires in supervising the Sistem Perakaunan Berkomputer LTAT (SPBL) and Sistem Akaun Berkumpulan LTAT (SAKBL) for ensuring the daily operation run smoothly as well as responsible in ensuring the management of administrative affairs for the Account Division runs in efficient manners.

Key Accountabilities:**1. LTAT Account and Operation**

- To prepare and ensure the process of preparing and submission of the monthly LTAT Management Accounts and supporting schedules to management and respective departments in accordance with the Malaysian Financial Reporting Standards (MFRS) within 7 working days after the closing of the general ledger.
- To prepare and ensure the process of preparing and submission of interim/yearly LTAT Financial Statement and Audit Schedules of National Audit Department (JAN) in accordance with the MFRS and within the time frame given as well as updating LTAT Accounting policies adhered to new MFRS and requirements of the Tabung Angkatan Tentera Act 1973 (Act 101).
- To prepare notification paper, presentation slides and analytics data for monthly and yearly financial reporting for notation and Board's approval.
- To monitor daily operation for posting monthly/yearly accruals adjustments, depreciation, disposal transactions for new and existing property, plant and equipment to general ledger via SPBL system.
- To supervise the evaluation of the LTAT credit risk access on accounts receivables (current and non-current), investment at amortised cost and other investment instruments to perform provision on expected credit loss on a yearly basis.
- To manage audit matters related to job scope in ensuring LTAT obtain Audit Report and act as LTAT Liaison Officer with JAN.
- To ensure the accuracy of the data transaction and accounting treatment in the SPBL ledger including financial investment, portfolio management, Zakat payment, Members' Account, investment properties, inventories (account project) as well as bank reconciliation in accordance with MFRS and in line with current policies.
- To manage the submission/filing of tax payables (Form e-CP204), Income Tax Return Form (e-C Form) and Country by Country reporting (CbCR) Rules 2016 to Inland Revenue Board within the stipulated time and in accordance with statutory requirements.

- To manage system enhancement and new integration process with other system in LTAT. To manage and monitor on the management of SPBL for ensuring the daily operation run smoothly and liaise with ITMD/Consultant for any system disruption and enhancement.
- To assist HOD in reviewing, testing, evaluating the effectiveness of policies, systems and procedures related to the operation of the account division on an ongoing basis and give insight for process improvement.
- To ensure the Bank Reconciliation Statement process for all LTAT Bank Accounts is carried out daily within 24 hours of working days.
- To ensure the computation of LTAT zakat payment for Board's approval is according to the Working Capital method or alternative method based on the approved guidelines by the Zakat Collection Center.
- To manage the portfolio management reconciliation report and Audit Schedules for auditing prepared on monthly and yearly basis.
- To ensure the approval and posting in Financial Investment Module on daily/monthly basis for transactions related to sales of shares/purchase of shares/dividend/money market placement/OCI Reserve within Limit of Authority.
- To ensure the approval and posting in SPBL ledger related to cost of inventories/CSR project transactions, payment for investment properties as well as fair value on investment properties within Limit of Authority
- To ensure the inventories and Corporate Social Responsibility activities/transactions are accurate and reconciled on monthly basis.
- To ensure the transaction related to Members' Contribution Account is accurate and reconciled on monthly and yearly basis.

2. Group Account and Compliance

- To prepare and ensure process of preparation and submission the Group Financial Statement to National Audit Department (JAN) in accordance with Malaysian Financial Reporting Standards (MFRS) on or before 30 June of the following year or as schedule prepared.
- To prepare approval paper, presentation slides for Group Financial Statements for Audit Committee and Board approval.
- To ensure all audit schedules and all information are accurate and figures are tally with the notes to LTAT Group Financial Statements before submission to JAN within stipulated time.
- To ensure the letter of confirmation balance from Subsidiary companies are replied within 5 working days after received complete information.
- To ensure the Schedule of Investment are prepared within 3 working days after the closing of general ledger and prepare the impairment testing for subsidiary and associated companies at each reporting date.
- To monitor and review the impact of new/updated MFRS and MASB's technical announcement on LTAT and Group Financial Statement.
- To manage system enhancement and monitor on the management of SAKBL in ensuring the system operation fun smoothly.

- To ensure the organisation chart (family tree) for subsidiary and associated companies are prepared accordingly.
- To ensure the Financial Policy and Guidelines are reviewed every 5 years.
- To ensure the Purchase Order Print (POP) to be approve for payment in 3 working days within the Limit of Authority.
- To prepare LTAT Annual Budget not later one month before the commencement of each financial year.
- To prepare approval paper, slides presentation for LTAT Annual Budget for Board approval.
- To check and ensure yearly final virement are prepared accordingly after year end closing for management approval.
- To ensure all accounting and reconciliation of Surian Tower completed within 7 working days after receiving report from Building Manager.
- To manage the operation of Subsidiaries Companies (Irat and SPV)
- Perform duties as Quotation Committee and authorized payment approver through the AFFINMAX Affinonline.com according to the authorized limit (Approver).

Qualifications:

- a) Bachelor Degree in Accountancy from recognised University.
- b) Member of Malaysian Institute of Accountants.
- c) Minimum 10 – 15 years of working experience
- d) Minimum 5 years experience in managerial role (accounting and finance line).

Knowledge/skills

1. Good knowledge on accounting treatment, standards and policies as well as good understanding in Malaysian Financial Reporting Standards (MFRS).
2. Proficient in handling financial system e.g. SPBL, SAKBL and integration system.
3. Proficient in Ms. Office (Word, Excel, PowerPoiint).
4. Able to work under pressure to meet the deadline given and able to resolve accounting and operational issues.
5. Excellent interpersonal, communication and teamwork skills with all levels and other departments.
6. Possess leadership skills, multi-tasking and time management skills, with the ability to prioritize tasks.
7. Good rapport with internal, other government agencies and people management.

DEPARTMENT : INFORMATION TECHNOLOGY MANAGEMENT

Position : System Analyst (Database Administrator)

Unit : Application

Position Summary:

Database Administrator is a System Analyst (G21) position, with primary job to ensure that data is available, protected from loss and corruption, and easily accessible as needed. The goal is to provide a seamless flow of information throughout the company, considering both back-end data structure and front-end accessibility for end users.

Key Accountabilities:

1. Functional

- To perform database tuning and performance monitoring.
- Build, operate and optimize database systems of high availability.
- Design and implement database in accordance to end users' information needs and views.
- Define users and enable data distribution to the right user in appropriate format and in a timely manner.
- Minimise database downtime and manage parameters to provide fast query responses.
- Provide proactive and reactive data management support and training to users.
- Determine, enforce and document database policies, procedures and standards.
- Perform backup operations, tests and evaluations regularly to ensure data security, privacy and integrity.
- Monitor database performance, implement changes and apply new patches and versions when required.
- Plan, implement and maintain database security measures.
- Handling of incident on databases.
- Involved in the Disaster Recovery (DR) test.
- To attend audit finding on databases.
- Provide health check report and status update as required.
- Perform any additional system development task assigned from time to time.

2. Managerial

- Provide technical advice and guidance to programmer/developer Database Administrators and/or new hires.
- To manage and deliver tasks assigned.

3. Organizational

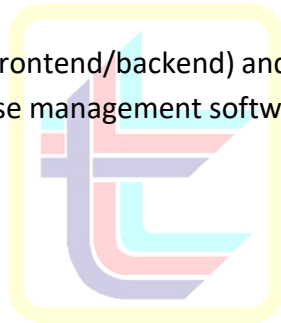
- To meet business and provide solutions regarding database services.
- To lead/participate in meetings with internal/external users for Business As Usual (BAU) or project related to database activities.

Qualifications:

- a) Bachelor degree in Computer Science discipline or relevant certification.
- b) Certification in MS SQL, Oracle, DB2, MYSQL, MongoDB databases is plus point.
- c) Minimum of 5 years of experience in database management in production, UAT, and SIT environment, in addition to strong conceptual knowledge on database server and underlying architecture and fundamentals.

Knowledge/skills

- a) Excellent knowledge of data backup, recovery, security, integrity and SQL.
- b) Hands-on experience with database standards and end user applications
- c) Familiarity with database design, database queries/structure languages, documentation, coding and programming languages API.
- d) Familiarity with database management and IT security best practices.
- e) Proficiency in data manipulation languages and various database software (such as MS SQL, Oracle Database, DB2, MYSQL, Hadoop, PostgreSQL).
- f) Experience of work in the Financial Industry is a plus point.
- g) Experience in database migration between versions, platforms and different database types is an added advantage.
- h) Experience with DBA CASE tools (frontend/backend) and third party tools is an added advantage.
- i) Understanding of popular database management software is an added advantage.



DEPARTMENT : INFORMATION TECHNOLOGY MANAGEMENT

Position : System Analyst (System Development)

Unit : Application

Position Summary:

This is System Analyst (G21) position with requirement to manage and administer various LTAT applications as well as provide IT support to all staff on a daily basis. Responsible for bridging the gap between business problems and technology solutions and finding the best technology solution among all possible to solve the existing business problems in LTAT.

Key Accountabilities:

1. Functional (job responsibilities)

- Design, develop, document, analyze, create, test, and modify systems, programs, and integrations.
- Develop new and maintain existing applications and databases by evaluating client needs; analyzing requirements; developing software systems.
- Apply system analysis techniques and procedures, including consulting with users to determine software, or systems functional specifications.
- Arrange project requirements in a programming sequence by analyzing requirements; preparing a workflow chart and diagram using knowledge of technical capabilities, subject matter, programming language, and logic.
- Analyze user information system needs.
- Document the functionality and requirements.
- Research, evaluate and recommend solutions and appropriate technology to meet user's needs.
- Maintains systems and programming guidelines by writing and updating policies and procedures.

2. Managerial (team/group responsibilities)

- The key person to provide day-to-day support, ongoing process improvement, and implementation of new functionalities.
- Work closely with business users to elicit high-level requirements and capture business needs and defines business processes, improvements, system scope, and business objectives.
- Set customer expectations and communicate effectively with the business and technical teams and provide timely project status.
- Continually supporting applications and identifying potential issues. Subsequently, identify the best solution according to the respective business requirements.
- Facilitate the elicitation of business requirements and documentation through workshops and/or interviews across various levels of the business, departments and or client.
- Lead and execute the User Acceptance Testing (UAT).
- Work on project-related test plans and test documentation.
- Assist in project handover via delivery of handover documentation and handover session.

- Early identification, escalation and resolution of issues.

3. Organizational (organizational responsibilities)

- Demonstrated ability to understand complex systems, business processes, solve problems and deliver appropriate solutions.
- Ability to facilitate communication between parties and achieve realistic agreed outcome.
- Ability to liaise with key stakeholders and get along and communicate with a diverse range of stakeholders' personalities.
- Strong organization and planning skills with the ability to multi-task.
- Ability to work independently and under pressure in a fast-paced environment and meet agreed deadlines.
- Analytical mindset and conceptual thinking skills.

Qualifications:

- a) Bachelor Degree in Computer Science/Information Technology or equivalent.
- b) Minimum 5 years of working experience as a Business Analyst/lead in system development projects.

Knowledge/skills

- a) Knowledge in Software Development Life Cycle (SDLC) and experience development in Agile environment is a great plus.
- b) Prior experience in the application development and platforms is an added advantage.
- c) Excellent verbal and written communication skills. Ability to convey, both verbally and in writing, complex ideas, and solutions, in a concise and accurate manner.
- d) Experience producing a wide variety of documentation such as flowchart, requirement specification document, functional specification documents, UML, requirements traceability matrix etc.
- e) Passionate about software development, problem-solving and technical challenges.
- f) Good knowledge in Design Patterns, Design Principles, Software Architecture and Testing Methodologies (unit, integration, functional).
- g) Knowledge of using Laravel, PHP and Python is a plus point.
- h) Proficiency with fundamental front end languages such as HTML, CSS and JavaScript is an added advantage.
- i) Attention to detail and problem-solving skill.