

DEPARTMENT : FINANCIAL PLANNING AND COORDINATION

Position : Senior Executive/Executive

Unit :

Position Summary:

Responsible to assist the Head of Department in preparing LTAT Annual Budget and getting the approval from the Board within the time frame as stipulated in the Section 16 of Tabung Angkatan Tentera (TAT) Act 101. The budget prepared must be aligned with the overall organizational objectives.

Key Accountabilities:

- a) Ensuring proper planning, coordinating across various departments, budget challenge exercise to ensure comprehensive budget development and getting all the required approval for the annual budget implementation.
- b) Monitoring of budget performance throughout the year and provide any necessary intervention of the annual budget.
- c) Prepare Statement of Expenditure (SOE) to support Finance and Administration Department's Monthly Management Account.
- d) Assists other business unit on virement and prepare yearly final virement after year end closing for management approval.
- e) Prepare & assist in introducing process improvement to the budget preparation and monitoring through standardized template.
- f) To analyse each expenses line item and propose Strategic Cost Management Program as one of the ways to improve overall bottom-line profitability.
- g) Support special assignment as advised by superior.

Qualifications:

- a) Bachelor's degree of Accountancy – for Senior Executive post
- b) 3-5 years experience in accounting and financial business/industry or related fields.
- c) Diploma in Accounting – for Executive post

Knowledge/skills:

- a) Profound knowledge in the areas of controlling and performance management.
- b) Advanced knowledge in MS Office especially Excel.
- c) Meticulous with high attention to details.
- d) Data driven with strong numerical and analytical skills.
- e) Excellent verbal and written communication skills