

JOB DESCRIPTION

Designation	Finance Associate (AP/FA) (TP Career Kickstarter)
School/Department	Finance
Number of Position	1
Duration	12 months

Key Responsibilities
<p><u>Fixed Assets (FA)</u></p> <ul style="list-style-type: none"> • Support the Annual Asset Verification exercise and coordinate with Schools and Departments to ensure progress is on schedule. • Ensure proper safekeeping and upkeep of loan records related to RFID scanning equipment used for asset verification. <p><u>Annual sales of used assets</u></p> <ul style="list-style-type: none"> • Support in checking the submissions from Schools and Departments to ensure all items have been approved for condemnation. • Assist to coordinate the collection schedule with Schools and Departments. • Follow-up with Schools and Departments to ensure asset disposals are completed in the asset system. <p><u>Accounts Payable (AP)</u></p> <ul style="list-style-type: none"> • Perform data entry for Manual invoice creation and Supplier record creation and check against supporting documents. • Carry out regular follow-up on invoices that are in progress, draft or on hold.

Prerequisites
<ul style="list-style-type: none"> • Qualification in any discipline. • Proficient in Microsoft Office Suite and aptitude to learn new digital tools. • Resourcefulness and willingness to learn. • Demonstrates a sense of urgency and able to meet deadlines. • Able to work independently. • Strong written and verbal communication skills. • Effective presentation skills. • Good interpersonal skills with the ability to collaborate across teams. • Analytical thinking and meticulous.