

## **Executive, Accounts**

### **Job Responsibilities:**

- Prepare Financial Institution Statistic System reports (i.e. FISS, StatSmart, ESS DSS, E Survey) that required by Bank Negara Malaysia and ensure data is accurate
- Liaise with regulators and auditors on statistical reporting matters
- Assist in Basel II reporting preparation
- Outline Standard Operation Manuals for Bank Negara Malaysia reports
- Implement automation process and review work flow process
- Keep abreast of provision and changes in Statutory requirements to ensure due compliance in all aspects.
- Supervise and guide subordinate on reporting matters
- Assist in ad-hoc assignments as required

### **Job Requirements:**

- Candidate must possess Degree in Accountancy, professional qualification recognised by MIA or any equivalent qualification
- 2 years of relevant working experience is needed for this position
- Preferably candidate with audit experience
- Advance level in using Microsoft Office application
- Good command of English and Bahasa Malaysia
- Able to meet deadline and work under pressure
- Meticulous and detailed person
- Freshgraduate is encourage to apply