


JOB DESCRIPTION			MNL/HRS/KLH/6001		
			ISSUE	REVISION	DATE
APPROVAL OFFICE	HRA	WASSB	01	0	NOV 2023

Position Title	Protégé - Accounts Executive	Job Grade	KLHQ
Department	Finance	Unit	Finance

**A. JOB PURPOSE:**  
(Helps to define purpose of job)

To provide assistance to the Senior Accounts Executive for carrying out the Accounts Payable matters.

**B. JOB SUMMARY/KEY RESPONSIBILITIES:**  
(Functions of positions – please provide 3 to 8 key accountabilities)

- Preparing payment listing based on approved cashflow projections
- Compiling, sorting and printing of BRFs/PPLs and supporting documentation required to process payments
- Preparing payment vouchers based on approved BRFs and PPLs
- Uploading payments to banking system once payment vouchers are approved
- Ensure all Statement of Accounts of Accounts Payable compiled and reconciled every end of the month.
- Participate and ensure accurate and timely monthly, quarterly and year end close.

**C. POSITION SPECIFICATIONS**  
(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)


Academic qualifications & professional certificates	<i>Essential</i>	Degree, Finance/Accountancy/Banking or equivalent.
	<i>Preferred</i>	
Experience/exposure	<i>Essential</i>	
	<i>Preferred</i>	

**D. COMPETENCIES**

Knowledge & skills required	<i>General</i>	<ul style="list-style-type: none"> <li>• Knowledge and experience of accounting principles.</li> </ul>
	<i>Technical:</i>	Proficient in MS Excel, Word, PowerPoint, PC skills.
Personal Attributes	<p>(e.g. Self-motivated, strong interpersonal, able to work independently, a team player)</p> <ul style="list-style-type: none"> <li>• Good in planning and organizing.</li> <li>• Good command of strong communications and organization skills and be able to work under pressure.</li> <li>• Good knowledge on information and task monitoring.</li> <li>• Knows in terms judgment and problem-solving.</li> </ul>	

**E. KEY CHALLENGES**

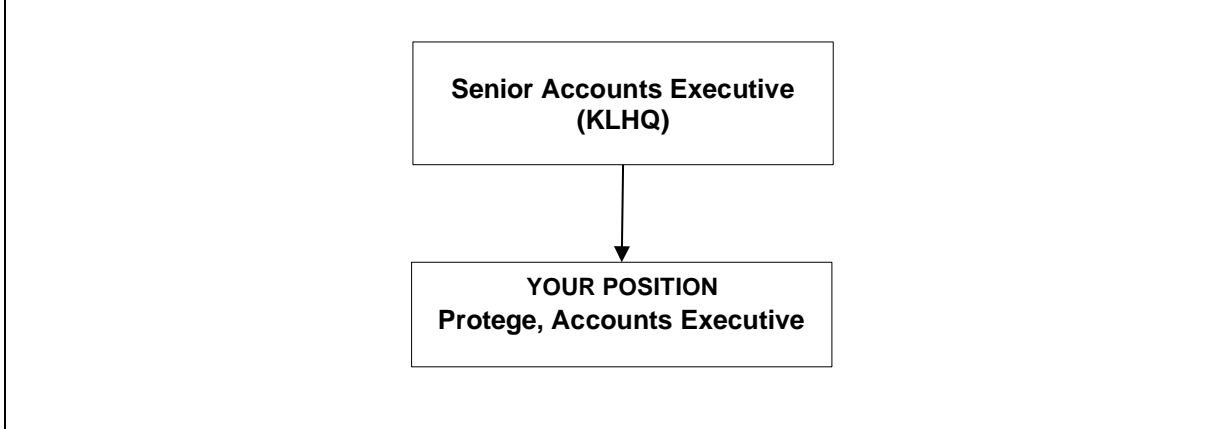
**F. DIMENSIONS / AUTHORITY LIMITS**

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*(e.g.: CAPEX, OPEX, revenue / budget)*

**G. REPORTING STRUCTURE**

*(Direct report / superior / peers within Department)*



<b>APPROVED BY:</b>		<b>ACCEPTED BY:</b>	
Signature :		Signature :	
Name :		Name :	
Date :		Date :	