

VACANCY ADVERTISEMENT

Position : **Finance Assistant**

Section : Finance

Division : Corporate Services

Category/ Grade : Non - Executive

RESPONSIBILITIES:

To provide administrative and operational support in finance-related activities to ensure accurate, timely, and compliant financial transactions and records in accordance with established rules, procedures, and guidelines.

JOB RESPONSIBILITIES

- Assist in preparing, recording, and filing financial documents (invoices, payment vouchers, claims, receipts, journals, and supporting documents).
- Assist in data entry for accounting systems, ensuring accuracy and completeness of financial records.
- Support the processing of payments to vendors, staff claims, allowances, and other financial commitments.
- Assist in monitoring budgets, expenditure records, and basic reconciliation activities.
- Maintain proper documentation, filing, and safekeeping of finance records (physical and digital).
- Assist in preparing simple reports for monthly and quarterly reviews as guided by supervisors.
- Liaise with internal departments and external parties for submission of documents and clarification on finance matters.
- Ensure compliance with financial procedures, policies, and internal controls at all times.
- Perform any other finance-related tasks assigned from time to time.

REQUIREMENTS

- Possess at least a Diploma in Accounting / Finance / Business Administration or related field from an institution recognized by the Government.
- Minimum two (2) years of working experience in finance / accounting / administrative support is an advantage.
- Basic knowledge of accounting processes (payments, billing, claims, filing, and documentation).
- Computer-literate and able to use Microsoft Office (Excel, Word) and basic accounting systems.
- Meticulous, organised, disciplined, and able to handle confidential information responsibly.
- Possess good communication and teamwork skills.
- Able to work under supervision and follow established procedures.

The candidates who meet all the required criterias will go through a thorough selection and assessment process. Only selected candidates will be notified. Kindly email your application to recruitment@st.gov.my no later than 09 February 2026.