

Job Position: Finance Manager

The High Carbon Stock Approach Steering Group (HCSA SG) is a global multistakeholder organisation with core mission to halt deforestation resulting from commodity production. HCSA is a tool that identifies and conserves natural forest from degraded lands in tropical landscapes, amplifying the role of forest conservation as a solution to climate change, while at the same time supporting biodiversity conservation, community rights and benefits, and responsible development.

The HCSA Steering Group is supported by HCSA Secretariat with registered office in Singapore and main office in Kuala Lumpur. We have colleagues based remotely as part of our global virtual teams. We are looking for a passionate individual to support this work and help us professionalise our admin support.

You will be responsible as the **Finance Manager** of **HCSA SG** and the job scope is likely to be evolving on an ongoing basis, but will include the following tasks:

Job Description:

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following tasks:

1. Finance Management and Accounting

Responsible for managing HCSA's financial management including planning, reporting, review and to ensure HCSA's financial status is structured, robust, transparent. The scope includes for all HCSA legal entities in Malaysia, Singapore, and the Netherlands (with support from Company Secretaries appointed where relevant):

- i. Managing accounts for HCSA including receivables and payables.
- ii. Payroll accounting for HCSA.
- iii. Preparation of documentation for payroll tax compliance.
- iv. Updating of general ledger to ensure that all transactions are properly accounted for and to maintain financial systems.
- v. Accounts maintenance and reconciliation.
- vi. Expenses accounting and reimbursement.
- vii. Advising the HCSA Executive Director and HCSA Executive Committee on changes to taxation requirements and other relevant regulations.
- viii. Preparing accounts and tax returns including computation of tax, filling of tax return and SST.
- ix. Responsible for ensuring HCSA Financial Management Policy, Commercial Procurement Policy and Asset Management Policy are implemented, adhered to and reported upon.

2. Budgeting, Reporting and Audit:

- i. Preparation of financial statements and accounts for audit at year end, including liaising and answering auditor's queries.
- ii. Compiling and presenting reports, budgets, commentaries, and financial statements to HCSA Executive Director and HCSA Executive Committee periodically and as needed.
- iii. Supporting financial matters for HCSA, including reporting to external funding partners such as foundations or government grant agencies.

3. Grant Management:

- i. To provide overall project management support to HCSA Executive Director and HCSA secretariat dedicated team to delivering grant requirements.
- ii. Coordinates, communicates, and supports HCSA Steering Group working groups, members, partners and consultants on meeting grant submission requirements (technical, financial and disbursement reports) through ensuring grant work plan and deliverable schedule is achieved.
- iii. Sets up and maintains a system and oversight of technical progress and financial expenditures for grant submissions.

Education and/or experience required:

- A degree in finance or accountancy, BA or higher is a must.
- Minimum 5 years' experience managing finances or as a bookkeeper/accountant.
- Up to date professional qualifications such as ACCA/CIMA/CPA/MIA is an advantage.
- Experience in handling non-profit accounting system is a plus.
- Good knowledge in Malaysia Sales & Services Tax (SST) and Inland Revenue Board of Malaysia (or LHDN) will be added advantage.

Other Requirements:

- Strong organisational skills with the ability to multi-task.
- Excellent time management skills and the ability to prioritise work.
- Good interpersonal and time management skills.
- Good command in spoken and written English (proficiency in Bahasa Malaysia/Indonesia is a plus).
- Good understanding of system application, e.g. QuickBooks, MS Office and other accounting software will be added advantage.
- An understanding or interest in tropical forest conservation and responsible land use management is a plus.

We hope to get a colleague who is:

- **Flexible:** You will be working closely with partners across the world, so it may be necessary to accommodate time zone differences.
- **Adaptable:** Job priorities and requirements may change and require you to learn new software skills or familiarise yourself with new topics outside your field of expertise.
- **Meticulous:** The quality of our work is essential, and we expect each team member to take responsibility for outputs.

What we offer:

- A friendly and collaborative working culture as part of a diverse and energetic team based in KL
- Flexible hours and partial home working on agreement
- A competitive salary and health insurance allowance
- Opportunity to grow and expand the role

HCSA values diversity and will welcome the most suitable applicant regardless of race, gender, religion and beliefs, sexual orientation, or disability. However, due to immigration restrictions, we are only able to employ Malaysian nationals.