

**THE PURE LIFE SOCIETY
(SHUDDHA SAMAJAM)
(HOME FOR ORPHANS & UNDERPRIVILEGED)**

Invites applications for the post of

ADMINISTRATOR 1 (ADMINISTRATIVE & FINANCE)

No of Vacancies Available: 1

Job Requirements

- Plan and control the company's cash flow, funding and budget allocation.
- Control and manages end-to-end financial processes in support of the account which includes collections, payments, monthly close activities, and balance sheet reconciliation.
- Provide and interpret the monthly financial information and operating reports to the Management.
- Able to prepare full set of accounts.
- Liaise with Internal and External Auditors, Tax Agent, Legal, Bankers, and etc.
- Any other projects and ad-hoc works, as and when assigned.

Qualification & Skills

- Possess at least a Degree in Accounting or equivalent recognized by MIA. Candidates with professional qualification such as ACCA, CPA, CIMA or equivalent are preferred.
- Minimum 5 years of relevant working experience.
- Possess strong analytical skills, ability to make quick decisions and achieve deadlines.
- Proactive and resourceful with the ability to work independently and cope with pressure.
- Good command of both spoken and written English and Bahasa Melayu.

Administrator
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