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|  | JOB TITLE : FINANCE MANAGER | | |
| Program: | FINANCE | Last Update: | February 2015 |
| Staff name: | | | |
| Reports to: | CHIEF OPERATING OFFICER | | |
| Coordinates with: | <ul style="list-style-type: none"> • All Program Managers of PT Foundation; • Business partners, funders, sponsors, suppliers and other financial stakeholders; • All staff of PT Foundation; | | |
| Supervises: | FINANCE OFFICER | | |
| Work Location: | PT FOUNDATION HQ, KUALA LUMPUR | | |

JOB PURPOSE AND PRINCIPAL ACCOUNTABILITY

Job purpose:

The Finance Manager is responsible for the financial health of PT Foundation (PTF) and manages all the financial and accounting needs of the Foundation.

The Finance Manager is a member of the PT Foundation Management Team.

MAIN DUTIES AND RESPONSIBILITIES

A. Finance:

1. Ensures the successful financial compliance of the Programs based on the Malaysian AIDS Council (MAC) / Ministry of Health (MoH) guidelines and other funders.
2. Implements, reviews and maintains PTF's financial, bookkeeping and administration systems to ensure compliance with ROC and other regulatory bodies
3. Is responsible for ensuring the timely receipts of funds from funders, and other funding projects, and the issuance of salaries, claims, allowances, supplier payments, for PTF.
4. Keeps a healthy cash flow and balance sheet, and informs the CEO and Exco about PT Foundation's financial health.

5. Implements a timely and satisfactory submission of PTF reports to the MoH and MAC, and to other funders
6. Applies standardized coding systems for income and expenditure.
7. Prepares monthly analysis of cost and operational expenses against prior year end budget, providing explanations and solutions to help mitigate the risks.
8. Analyses financial performance that will enable management to determine progress against budgets.
9. Identifies, investigates, and analyses potential operational improvement. As appropriate, based on findings make proposal for operational changes (policy, procedures, processes, etc.)
10. Supervises and participates in the preparation of various accounting reports, financial statements, proposals and reports.
11. Maintains accounting records to show receipts and expenditures.
12. Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses.
13. Directs internal audits involving review of accounting controls
14. Coordinates preparation of external audit materials and external financial reporting
15. Establishes system controls for new financial systems and develop procedures to improve existing systems.
16. Review financial statements with management personnel.

B. Strategy and Policy:

1. Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.

C. Fundraising, Program Development, Monitoring and Evaluation:

1. Ensures that all donor payments are handled in a safe and secure manner, and are properly processed in our financial systems.
2. Assists the Chief Executive Officer with monitoring donor income and expenses.
3. Supports the Chief Executive Officer with the administrative process to get tax exemption for PT Foundation.
4. Be available and ready to assist all PT Foundation programs working as a team to achieve organizational objectives.

D. Human Resources Management

1. Guides, supports and supervises the Finance Assitant, who will assist in administering respective programs

E. Representation

1. Represents PT Foundation in all financial matters with business partners, funders, sponsors, suppliers and other financial stakeholders, as delegated by the Chief Executive Officer;

F. Governance Relationship with Exco and Trustees

1. May be invited to participate in the Exco by the Chief Executive Officer to advise and facilitate on finance matters;
2. Provides the Exco with the necessary financial information to allow the platform to make informed decisions in their task of governing PT Foundation.
3. Prepares financial documentation for Exco meetings as requested;

Performs all other duties & tasks pertinent to the position, as required by the organization and or as assigned by the Chief Executive Officer or as directed by the Management from time to time.

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| Signed by Job Holder | | Signed by Supervisor | |
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