

Designation Department	Assistant Manager - Finance
Reporting To	Primary Reporting: Finance Manager

What Will You Do?	
<p>The successful candidate will be primarily responsible in handling full set of accounts which includes:</p> <ul style="list-style-type: none"> • Responsible for full spectrum of accounting including, AR, AP, GL • Ensuring timely and accurate completion of monthly management reports, financial statements, income tax computations, group consolidation and statutory financial statements; • Preparation of financial forecasts, variance analysis, group cash flow statements and other reports; • Liaising with auditors, company secretary, regulatory authorities and other parties to ensure compliance with all matters relating to audit, tax and statutory requirements; • Preparation of annual budget, comments and report; • To prepare management and board papers. • To undertake any other projects or ad-hoc work from time to time. 	
Who Must You Be?	
<p>To successfully fill this role, you will need to have the right attitude, team spirit, technical skills, and be hard working. Requirements are:</p> <ul style="list-style-type: none"> • A university graduate in accounting, finance or equivalent; • Minimum 5 years of related working experience; • Able to handle full set of accounts and ability to critically analyse financial data; • Management accounting experience. • Knowledge in tax and secretarial matters. 	
Who Are We?	
<p>Epsom College in Malaysia (“ECiM”) is a partnership with Epsom College UK, a leading independent co-educational boarding school in the United Kingdom. ECiM is located on a 50-acre site adjacent to Kuala Lumpur International Airport, one hours’ drive from Kuala Lumpur. The proximity to the airport and common shareholder relationship has allowed ECiM to leverage AirAsia’s extensive ASEAN route network and access to discounted fares – allowing for weekly boarding by international students and / or frequent parent visits and opening up a plethora of sporting and educational field trip opportunities. ECiM opened its doors to students in September 2014 and currently has a population of just under 400 pupils, most of whom board full-time. Further information on ECiM is available on http://www.epsomcollege.edu.my/.</p>	