

## **A: SCOPE OF RESPONSIBILITIES**

In charge of Accounts Receivable module (to ensure proper & timely issuance of invoices to customers)

## **B: REPRESENTATIVE ACTIVITIES**

- Ensuring all invoices/ debit notes and credit notes are issued to customers on a timely basis;
- Raising Journal Voucher entries on revenue and receipt entries for each month and posting of such entries into the SAP systems;
- Generating debtors aging and weekly debtor aging analysis report;
- Monitoring of collection from debtors;
- Issuing correspondences and statements of accounts for customers on matters pertaining to billings and payments (Eg. Reminder letters and demand letters, etc); and
- Preparation of sales reconciliations.
- Preparation of schedules for submission of annual tax returns and for audit purposes.
- Preparation of supporting documents for GST / SST purposes.
- Adhoc reporting relating Accounts Receivable.

## **C: REQUIREMENTS (Education, Experience, Skills, Attributes / Behaviors, Others)**

- Degree in accounting or partially qualified professional (ACCA, CIMA, MICPA) with relevant experience.
- At least 3 year working experience in Accounts Receivable function.
- Familiar with SAP accounting software and Microsoft Office Applications.
- Good interpersonal skills, team player, attention to detail, thoroughness, conscientious and demonstrates commitment to achieve deadlines.