



## **Urgent Recruitment**

**Please help us to pass  
the word around**

STM has a vacancy for the position of **Accounts Officer**. If you view this as an opportunity to serve the Lord and His people, we invite you to email your application and resume accompanied by a photograph image to [vernie@stm2.edu.my](mailto:vernie@stm2.edu.my) (Vernie Woo, Administration & Finance Manager).

Salary will commensurate with qualifications and experience. STM continues to accept applications until the vacancy is filled.

### **Requirements**

- Mature Christian who has the desire to serve God.
- Pro-active, hardworking, well-organised, self-motivated and with good interpersonal skills.
- Minimum Qualification: LCCI Diploma in Accounting.
- Minimum Experience: 5 years in preparing full sets of accounts.
- Experience and proficient in using accounting software, Microsoft office, etc.
- Must possess driving licence and skill.

### **Job Description**

- To handle full sets of accounts and ensure all records are filed and kept properly; prepare financial reports and budget; monitor receivables and payables as well as receipts and payments; send reminders for payments; take charge of banking; liaise with other departments, auditor, government bodies, etc.; prepare payroll and statutory contributions; etc.
- Assist the Admin & Finance Manager in all matters relating to accounts and personnel.