



ARE
YOU
THE
ONE?

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ARE
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MONIES
PSYENTIST®
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People Psyentists®

are expected to work synergistically with a team of consultants to understand clients' needs, manage their expectations, develop and provide insight, gain their commitment, and implement the solutions effectively to our professional standards. To ensure our team of People Psyentists® can fully focused and be functional on the field, we are eager to look for a Finance cum Admin person to take charge of the financial health of our company by administering accounting operations to meet legal requirements as well as running the office administration matters.

BE A PSYENTIST®

In This Role You Will Get To:

[Finance Cum Admin]

- Provide financial and administrative support to colleagues, clients and stakeholders of the business
- Keep a track of the financial transactions
- Manage fixed assets of the company
- Process invoices
- Prepare monthly, quarterly & yearly financial reports
- Review financial statements
- Produce bank reconciliations
- Reconcile daily, monthly and yearly transactions
- Assist in the preparation of budgets
- Manage records and receipts
- Manage accounts payable & accounts receivable for healthy cashflow
- Prepare accounting ledgers and performing various other financial tasks
- Improve on any operational processes to make operate more effectively
- Deal with vendors on any payment queries
- Be responsible for the day-to-day management of our office operation
- Resolve financial disputes raised by the clients and internal teams
- The key point of contact for the team on financial and accounting matters
- Perform internal finance audits from time to time in order to ensure that the company finances are being managed appropriately
- Support the management team in completing some documentation when required i.e. tender documents, statutory reporting & etc



You will work hand-in-hand with senior management personnel, gaining holistic business insight to help clients achieve optimal business performance. Because of the nature of being part of a boutique firm, there is probably nobody else in the company who has the same skillset as you, approaches problems in the same way you do, or even thinks the same way you do.

LEARNING OPPORTUNITIES

- Learn about other industries through extensive client interaction

Be organised and prioritise work to ensure timely, effective, efficient and economic delivery of solutions
- Gain steep learning curve as it's crucial to ensure that internal finance & admin are well organised and operated

Practice your financial acumen by advising the management team on financial provision and growth projection
- Work on financial modelling with management team that help determine the most viable as well as profitable business model to be put in place

To be more versatile, more reliable, and more productive than in any other assignments or task you have undertaken in other jobs
- Given the opportunity to try on a lot of different hats, even that weird one that you didn't think you would ever like, but find out that you did

Get to learn from founders - started their own business, who have a different mental and professional makeup than those who have never gone off to create something of their own
- Share the same drive and excitement for creation you have with everyone else in the firm



We are currently seeking organised and well-planned **Finance cum Admin Psyentist®** who are not afraid to fill some big shoes. This is a role that can be played as the key stabiliser to our existing business operations such as **People Psyence®** (Malaysia & Singapore) and **Talent Intelligence** (an affiliated company to **People Psyence®**), and you are expected to interact on a wide range of clients both locally and overseas on financial related matters.

WHAT IT TAKES TO JOIN US?

- Possess at least a Bachelor's Degree in finance or accountancy from top-tier universities
- Demonstrate knowledge of financial regulations and constantly updated on changes in government statutory regulations
- Determined self-starter with strong focus in achieving goals and surmounting challenges
- Responsible, reliable, and be able to handle time-sensitive tasks as well as comfortable working to monthly deadlines
- Organisation is in your nature
- Prioritise workload whilst maintaining a flexible and proactive approach to the given responsibilities
- Strong ethics, with an ability to manage confidential data
- Energetic, mobile, confident and enjoys interacting with people
- Resourceful and results driven, with intellectual curiosity - seeking new opportunities to learn and develop new skills
- Crave variety, thirst for knowledge and curiosity to learn/acquire new skills
- Flexibility in coping with rapid changes
- Committed and accountable to team's overall performance, working beyond own scope as required
- Consistently treat fellow team members with courtesy and consideration
- Not afraid to challenge conventional wisdom and status quo constructively
- Demonstrates flexibility and willingness to take on tasks outside of assigned responsibility
- Good command of the English language is essential for this role, both oral and written
- Excellent computer skills - including Microsoft Word, PowerPoint and Excel (especially on pivot tables)
- Experience applying QuickBooks, SQL or Xero accounting software is a distinctive advantage

People Psyence®

has always been, and will continue to be, dedicated to servicing clients, and putting them first.

What we look for in our people is not entirely new

We are always looking to meet people who can bring new experience and knowledge to our team.

If you believe you are who we are looking for, contact us now

info@peoplepsyence.com

People Psyence®

is a great, dynamic, and close-knit group.

All around you, people are coming up with innovative solutions to age-old problems or making that new approach that enhances our deliverables to clients in some way. That entrepreneurial spirit is contagious, and if you don't feel it or catch it, then you're actively avoiding it.