



MSRI Job Description



Job title: Accounting & Admin assistant

Date: 13-01-16

Reporting to: Accounting and HR Manager

Summary:

The Accounting & Admin assistant is a service oriented person, who understands the environment of MSRI and supports the Accounting & HR Mgr in the execution of the Accounting and HR activities incl. office admin support for the MSRI staff.

The unique value of MSRI in Kuala Lumpur is the one stop service for refugees and asylum seekers ranging from emergency support to food, health care, counselling, Women to Women support, Cinta empowering women program, Adopt a Family, used furniture and household goods donations, education for adults and for kids from Kindergarden to 12th grade. MSRI is a flexible and learning organisation adapting to the constantly changing client needs.

The Finance & Admin assistant is a hands-on assistant at MSRI main office, who picks up tasks easily, works independently, makes sure that things happen and comes forward with ideas for improvement. Has a listening ear for clients, staff, volunteers and visitors, whilst ensuring that the tasks are executed according the procedures. Shows keen interest to learn new skills.

The function is good opportunity for a young person to develop him- or herself.

Roles and responsibilities:

1. Execute operational Accounting and HR activities like administering expenses and payments, appointments with staff and external parties, office admin assistance and reception. It encompasses among others:
 - File documents (hardcopies, common office drive)
 - Manage telephone calls
 - Manage office agenda and make appointments
 - Sort Incoming and Outgoing mail
 - Go to post office and attend to banking needs as required
 - Maintain attendance records
 - Make short minutes of weekly Round Table meeting with all staff
 - Supervise the Cleaning lady and ensuring the cleanliness of the office
 - Purchase groceries for office pantry and cleaning supplies
 - Assist to manage office functions, meetings, etc
 - Manage sales of publications, books and other items
2. Contribute to the overall success of MSRI by participating in projects or events

Educational Qualification:

- College in Accounting, Administration or equivalent experience



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Competences required:

- Independent, pro-active worker
- Communication skills
- Flexibility to respond to user needs
- Excellent in team work
- Attention to detail
- Keen to learn new skills

Experience required:

- Accounting or HR admin for a period of minimum 2 year, or equivalent experience
- Word, Excel, power point

Salary level:

Ranging between RM 1200 and RM 1800 depending on profile and experience

Terms & Conditions:

The terms and Conditions are in line with other NGO's of similar signature.

Personal development and training is part of the yearly performance review.

The performance review is done based on results (KPI) and behaviour (values).