



## **KWANTAS GROUP – LAHAD DATU**

<b><u>No.</u></b>	<b><u>Vacant Position(s)</u></b>	<b><u>Job Closing Date(s)</u></b>
<b>1</b>	<b>Accounts Manager</b>	<b>1 December 2023</b>
<b>2</b>	<b>Field Conductor</b>	<b>30 November 2023</b>
<b>3</b>	<b>Road In-Charge</b>	<b>30 November 2023</b>

## ACCOUNTS MANAGER

### Key Responsibilities

- Reviewing & monitoring the timely completion of the accounts which was targeted to close as per schedule.
- Monitoring & providing guidance to the operating units relating to company's standard procedures on accounting practices.
- Reviewing the report prepared by the executive for submission to the group accountant in Kota Kinabalu and also distributing the report to the respective operating unit.
- Compiling management report for group account in Kota Kinabalu review
- Monitoring & ensure the time completion of the cash & bank in the account reconciliation tally against the cashier book & bank statement prepared by the staffs.
- Monitoring & approving payments to the creditors to ensure payment is in line with the credit facilities.
- Ensuring all year end requirement are duly fulfilled for audit requirement.

### Key Job Requirements

- Candidate must possess at least a Professional Certificate, Diploma, Advanced/Higher/Graduate/Degree in Finance / Accounting / Banking and equivalent.
- At least 10 years of working experience in the related field/audit firm (with at least 3 years in managerial position) is preferred.
- Member of accounting professional bodies, i.e., MIA/ACCA/CPA/CIMA/MICPA is preferred.
- Act responsibly and ethically when working with sensitive financial information, whether it's information for the company or for individuals
- Good command of spoken and written in English, Bahasa Malaysia,
- Experienced in using accounting software UBS Accounting, Quikbooks, MYOB and etc.
- Computer literate and proficient in using Microsoft Office 365.
- Proactive leader/ team player.

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## FIELD CONDUCTOR

### Key Responsibilities

- Make the Master Call and arrange duty for workers;
- Supervise workers and update the pocket check roll;
- To perform related duties as assigned by superior and/or management as and when required.
- Assign/Supervise day to day works to general workers & contractor workers.
- Plan and record all day to day works and monitor for completion at the end of each day.
- Allocate and arrange workers and machineries for field operation.
- Coach and train general workers and contractor workers on field operation.

### Key Job Requirements

- Possess at least Diploma / Degree in Agriculture/ Professional Certificate/ Plantation Management or related discipline.
- Able to effectively communicate & motivate workers.
- Able to plan & implement work arrangement to achieve goals & targets.
- At least 2 years working experience in the related field is required for this position.
- Good command in both written and spoken English and Bahasa Malaysia

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## ROAD IN-CHARGE

### Key Responsibilities

- To monitor the road construction project.
- To supervise road project workers.
- Perform all other duties assigned by supervisor or manager.

### Key Job Requirements

- Possess PMR / SPM / Certificate or any related discipline
- At least 1 – 2 years working experience
- Good command in Bahasa Malaysia

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