

## **Innovative Human Rights NGO Seeks Finance - Accounting Coordinator in Kuala Lumpur**

### **About Us**

Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world. When refugees can rebuild their lives, communities thrive.

Founded in 2014, Asylum Access Malaysia (AAM) is a locally registered NGO and a part of the Asylum Access family of organizations. AAM provides individualized legal services and community legal empowerment programming to refugees in Kuala Lumpur, ensuring that they are able to access their rights and working to expand protections for all refugees. Through all their work, AAM engages in advocacy, promoting system change in the environment to ensure that all refugees in Malaysia are able to live safely, move freely, work fairly and rebuild their lives.

### **Department Description**

The Finance and Accounting Department is responsible for planning, organizing, controlling and monitoring financial resources with a view to achieve organizational goals and the financial integrity of the organization with a view to produce high-quality financial reports.

The Finance and Accounting Coordinator will regularly liaise with the HQ Finance Director and Accounting Manager to collaborate in the closing of consolidated accounting books and preparation of financial reports.

### **Position Description**

The Finance and Accounting Coordinator is responsible for all areas related to financial management at AAM and all accounting activities including posting transactions to the general ledger, monthly and year-end close, compliance with office policies and procedures, grant accounting activities and preparation of audit schedules.

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## **Key Responsibilities**

### **Finance:**

- Serve as the nonprofit finance subject matter expert with respect to the office's financial system.
- Ensure all AAM staff members adhere to Asylum Access Financial Policies and Procedures and Malaysia regulations.
- Lead financial training for new staff or on organizational financial updates.
- Ensure compliance with the financial management of grant agreements and ensure control of spending and compliance with their regulations.
- Assist in the preparation of annual budgets, including cost allocation, and forecasting discussions.
- Demonstrate a strong understanding of process flows and internal controls.
- Closely monitor cash inflows and outflows.
- Liaise closely with AAHQ Finance Director on areas regarding grant budgeting and reporting and preparation for the org-wide annual audit.
- Monitor office and grant budget variances closely, and work closely with the Deputy Director to identify concerns and set next steps.

### **Accounting:**

- Maintain working knowledge of applicable local regulations from countries we operate
- Serve as the Accountant at AAM by managing all accounting activities through the AAM accounting cycle.
- Be responsible for the management of prepaids, accruals, deposits, fixed assets and other balance sheets accounts, as needed.
- Ensure AAM maintains strong financial and accounting internal controls to ensure the reliability of financial reports. Propose enhancing internal controls, where needed.
- Manage the allocations of expenditures to grantors to ensure that costs are allowable.
- Assist in the preparation of the AAM annual audit which includes preparation and review of documentation requested by external auditors.
- Assist with year-end org-wide closing activities.
- Assist with ad hoc financial analysis, reports, compliance, and project work.
- Recommend and build systems for an effective flow of source documentation.
- Develop new procedures to enhance the workflow of finance data.

## **Required Qualifications**

- Bachelor's degree in Finance, Business Administration or another relevant subject.
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- Strong knowledge of Malaysia accounting regulations.
- Experience in developing and delivering financial tools, training programs and procedural guidelines
- At least three years of experience in financial-accounting work
- Demonstrated understanding of process flows and internal controls
- Strong analytical, writing and communication skills
- Strong initiative and ability to take ownership of projects, manage multiple deadlines, and work effectively with a high attention to detail.
- Advanced working knowledge of Microsoft Powerpoint and Google Slides.
- Intermediate working knowledge of Gmail, Google Drive, and related tools (Docs, Sheets, Calendar, etc.)
- Strong time management and organizational skills
- Cultural sensitivity and ability to work well with diverse populations
- Willingness to take calls in off-hours, as required by time zone constraints
- The ability to speak fluent English is essential.

### **Hours and Location of Work**

The Finance Coordinator is a full-time position based in our office in Kuala Lumpur, Malaysia. Candidates should be aware that some flexibility regarding working hours is required in order to take out of hours calls and meetings with international colleagues.

### **Compensation**

The position comes with a competitive nonprofit salary, and a robust benefits package.

### **Application Instructions to Candidates**

Send your resume, cover letter and a concise writing sample to [apply@asylumaccess.org](mailto:apply@asylumaccess.org) with the subject line "**AAM Finance-Accounting Coordinator**". In your cover letter, please describe your reasons for applying, relevant qualifications, preferred start date, and how you learned about the position.

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org)*

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