

# SOCIAL VALUE MALAYSIA

## Job Description

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**Position:** Finance & Administration Manager

**Organisation:** Social Value Malaysia

**Location:** Kuala Lumpur, Malaysia

**Employment Type:** Full-Time

### About Social Value Malaysia

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Social Value Malaysia is a purpose-driven organisation committed to advancing social value principles and practices across Malaysia. We work with businesses, government agencies, and civil society to embed social, economic, and environmental outcomes into decision-making and procurement processes.

### Role Overview

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We are seeking a capable and detail-oriented Finance & Administration Manager to oversee the financial management and administrative operations of the organisation. This role is central to ensuring financial integrity, regulatory compliance, and operational efficiency as we grow our impact across Malaysia.

### Key Responsibilities

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#### Finance

- Manage the full spectrum of financial operations including budgeting, forecasting, cash flow management, and financial reporting
- Prepare timely and accurate monthly, quarterly, and annual financial statements in accordance with Malaysian Financial Reporting Standards (MFRS)
- Oversee accounts payable and receivable, payroll processing, and bank reconciliations
- Ensure compliance with statutory requirements including SST, EPF, SOCSO, EIS, and LHDN submissions
- Liaise with external auditors, tax agents, and regulatory bodies
- Monitor grant disbursements, donor funds, and project-based financial reporting where applicable
- Develop and strengthen internal financial controls and policies

#### Administration

- Oversee day-to-day administrative operations including procurement, vendor management, and office management
- Manage company secretarial matters, contracts, and legal documentation
- Support HR-related administrative functions including staff records, leave management, and onboarding
- Coordinate with leadership on organisational planning, board reporting, and governance matters
- Maintain accurate filing systems and ensure document management compliance

### Requirements

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#### Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- Professional accounting qualification (ACCA, CPA, ICAEW, or equivalent) is an advantage

## Experience

- Minimum 3–4 years of relevant working experience in finance and/or administration
- Experience in a Big 4 accounting firm (Deloitte, PwC, EY, or KPMG) is a strong added advantage
- Prior exposure to the non-profit, social enterprise, or impact sector is a plus

## Skills & Competencies

- Strong understanding of Malaysian tax regulations, statutory compliance, and financial reporting standards
- Proficient in accounting software (e.g., QuickBooks, Xero, or similar) and Microsoft Office Suite
- High level of integrity, attention to detail, and analytical thinking
- Excellent organisational and time management skills with the ability to manage multiple priorities
- Strong written and verbal communication skills in English and Bahasa Malaysia
- Self-motivated and able to work independently in a lean, mission-driven environment

## What We Offer

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- A meaningful role in an organisation driving social change in Malaysia
- Collaborative and purpose-driven work culture
- Competitive remuneration commensurate with experience
- Opportunities for professional development and growth

## How to Apply

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Interested candidates are invited to submit their CV and a brief cover letter at <https://forms.gle/dV23Y5jHy3ZvabLD7> by 30<sup>th</sup> May 2026.

*Only shortlisted candidates will be contacted.*