



DEWAN FILHARMONIK PETRONAS  
KUALA LUMPUR, MALAYSIA

**Position** : Manager (Planning & Finance)  
**Company** : Dewan Filharmonik PETRONAS (DFP)  
**Location** : Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur  
**Reporting To** : Chief Financial Officer

### **Requirements:**

- Recognized university degree in the field of Finance and Accounting
- Minimum 5 - 7 years' working experience
- Experience in finance and accounting
- Effective communication and interpersonal skills
- Possess good problem-solving skills and attention to details

### **Job Purpose**

Lead the development and implementation of planning, finance and accounting activities adhering to statutory requirement, company's policies and procedures to safeguard company's interest.

### **Key Accountabilities**

#### **1. Plans and Budget**

- Lead the preparation, consolidation and submission of annual budget and funding requirements with all departments in line with budgetary guidelines and procedures for approval by the Board.

#### **2. Financial and Accounting Reporting**

- Lead the preparation of Financial Statements, Management Accounts, monthly and quarterly Management Reporting in compliance with the relevant accounting standards, regulatory framework and company's policies and procedures to enable timely management deliberation and decision making.

#### **3. Accounts Payable and Receivables Management**

- Lead, review and provide assurance that all data, documents, disbursements, collections for accounts payable and accounts receivables are valid and sufficient in accordance with company's policies and procedures and statutory or regulatory requirements.

#### **4. Treasury Management**

- Plan and manage treasury functions including activities related to cash flow, endowment, debt, capital management and investment to meet the financial obligations of the organization.
- Manage and allocates cash balances and cashflow in order to ensure adequate funds to support operations.

- Plan, monitor and control cash receipts and customer payments as well as follow up on collection of payments in accordance to specific deadline in order to ensure prompt collection and timely reconciliation of accounts.

#### **5. Audit Management**

- Lead the preparation and validation of audit schedules relating to expenses to facilitate year-end audit exercise and tax pack submission to Inland Revenue Board (IRB).

#### **6. Other Duties as Assigned by the Company**

- Plan and execute all other duties as assigned by the company.

### **Generic Accountabilities**

#### **1. Networking and Relationship Building**

- Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.

#### **2. Good Governance**

- Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.

#### **3. Mindset, Behavior & Culture**

- Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.

#### **4. Leadership & Capability Development**

- Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.

#### **5. HSE Policies and Code of Conduct**

- Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.