



Senior Executive (Governance, Risk, Regulatory Compliance)

Department: Finance & Corporate Services

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

Requirements:

- Recognized university degree in Finance, Accounting, Law
- Minimum 3-5 years of working experience in related fields
- Good knowledge of legal requirements and procedures
- Good communication and interpersonal skills
- Possess strong analytical, and organizational skills, attention to detail and have an investigative mindset

Job Purpose:

Manage the development and implementation of governance, risk, and regulatory compliance functions in a structured and integrated manner to ensure adherence to the company's policies, standards, frameworks, and guidelines.

Key Accountabilities:

1. Tax Management

- Review and maintain up-to-date and reliable GST and Tax framework to ensure all tax requirements are adhered to.
- Provide advice and resolve issue pertaining to tax matters especially for new contract drafting, system and process change to ensure compliance to the statutory requirement.
- Review and monitor monthly transactions such as acquisition and supplies are captured timely and accurate tax treatment applied in line with GST requirements.
- Prepare monthly GST reporting including reconciliation report between source system and GST reporting tools to ensure data integrity and accurate reporting.
- Prepare documentation or reports for relevant authorities i.e., Royal Malaysia Customs Department (RMCD) or IRB for queries or compliance audit.

2. Risk Management

- Develop and implement risk management roadmap, process, and procedures to ensure effective risk management practice in the organisation.
- Coordinate periodic risk assessment exercise to identify, review and update key risk areas, interventions, and closure of mitigation actions to safeguard company's interest.

3. Legal Advice & Services

- Act as the focal point for consultation on legal matters and issues as well as main liaison on legal matters and issues involving external parties, e.g., external solicitor, government departments, courts, etc.

4. Compliance Management

- Plan, initiate and conduct compliance review and due diligence exercise on procedures, practices and documents to identify possible weakness, risk or non-compliance against established governance, in order to provide reasonable assurance on effectiveness and adequacy of internal control.
- Monitor and implement where relevant, updates and changes to laws, regulations, policies, procedures and guidelines; and ensure proper communication to the relevant parties are done in a timely manner.

5. Policies, Governance Frameworks, Procedures and Limits of Authority

- Implement improvement initiatives to support sustainability of information technology and record management delivery through adoption of industry best practices, technological and digital advancement to maximize value creation.
- Assist Chief Finance Officer (CFO) to manage, review, update and enforce company's policies, procedures, Limit of Authority (LoA) to ensure consistency and good governance practice throughout the organisation.
- Act as a focal to consolidate all company's procedures and guidelines for proper tracking and reference.

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.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

**Executive (Human Resource & Administration),
Finance & Corporate Services Department**

DEWAN FILHARMONIK PETRONAS

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: career@dfp.com.my

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **25 November 2022**