



<b>Department</b>	<i>FINANCE</i>
<b>Job title</b>	<i>SENIOR EXECUTIVE, FINANCE</i>
<b>Reports to</b>	<i>SENIOR MANAGER, FINANCE</i>

### Job Overview

The Senior Finance Executive will assist Senior Finance Manager with all financial reporting and reconciliation duties.

### Duties and Responsibilities

1. To prepare and manage company cash flow.
2. To monitor and plan cash flow of trade and non-trade creditor payment by reviewing creditor-aging, fund availability and trade line availability.
3. To prepare daily cash flow report.
4. To monitor trade financing limit and utilisation for Group Companies.
5. To assist in trade finance planning i.e., to arrange payment via trade financing according to available trade line and monitor future repayment ability.
6. To liaise with bankers to fulfill the latest trade financing requirements and regulations.
7. To ensure the accuracy of discount rate, interests and charges imposed by bank are in accordance with bank letter of offer and at minimum level.
8. To maintain and ensure trade financing records for all trade transactions are in order for future reference and planning.
9. To periodically review the structure of trade finance facilities offered by banks to ensure its adequacy to Company's latest needs and future development.
10. To monitor subordinates in preparing documents for trade financing.
11. To closely monitor trade bill to ensure no default records occurred.
12. To monitor and follow up with customer's payment from time to time.
13. To ensure all the payment received or incoming monies are properly recorded and updated into cash-book.
14. To maintain Trade Creditor Aging Report for payment planning.
15. To prepare reports from according to superior's requirement.
16. To handle hire purchase loans and other related matter.
17. To ensure a safe working environment by adhering to health, safety and environmental procedures.
18. To ensure all relevant procedures and processes are followed and adhered to in line with the Company's standard protocols and requirements.
19. To prioritise workload to meet Company, Department and project deadlines.
20. To perform other related responsibilities or ad hoc duties as required by superior.



立德工业有限公司

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### Academic Qualification

At least Bachelor's Degree in Finance or equivalent.

### Skills and Experiences Required

1. 3 years' experience in related field.
2. Able to work under pressure.
3. Initiative and self-motivated.
4. Computer literate.
5. Able to communicate in Bahasa Malaysia.
6. Proficient in English and Mandarin.