

## **Senior HR Officer cum Head of Finance**

In this position, you will be responsible for HR Operations and Finance Functions of the entities, ensuring that services are delivered in accordance with generally acceptable accounting policies & processes, internal control procedures, legal and statutory/ tax/ audit requirements. The said position coverage shall not limited to below listed items but solely act as guidance.

### **1. Senior HR Officer**

- a. Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices
- b. - Maintains the work structure by updating job requirements and job descriptions for all positions.
- c. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- d. -Prepares employees for assignments by establishing and conducting orientation and training programs.
- e. - Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- f. - To ensure the daily and monthly staff and payroll (e.g. overtime, deductions, allowances, Incentive entitlement, etc)
- g. - To ensure statutory payments are promptly remitted to the Authorities.
- h. - Coordinate and compile information for annual performance reviews.
- i. - Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.
- j. - Maintains management guidelines by preparing, updating, and recommending human resource policies, procedures and Hand Book.
- k. -Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- l. - Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- m. - Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- n. - Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
- o. - Contributes to team effort by accomplishing related results as needed.
- p. - Implementing and revising a company's compensation program  
Creating and revising job descriptions  
Conducting annual salary surveys  
Developing, analyzing, and updating the company's salary budget

Developing, analyzing and updating the company's evaluation program  
Developing, revising, and recommending personnel policies and procedures  
Maintaining and revising the company's handbook on policies and procedures  
Performing benefits administration  
Maintaining affirmative action programs  
Overseeing recruitment efforts for all personnel, including writing and placing job ads  
Conducting new employee orientations and employee relations counseling  
Overseeing exit interviews  
Maintaining department records and reports  
Participating in administrative staff meetings  
Maintaining company directory and other organizational charts  
Recommending new policies, approaches, and procedures

**2. Skills and Qualifications:**

- a. Hiring, Human Resources Management, Performance Management, Communication Processes, Employment Law, All related regulatory
- b. Diploma / Degree in Human Resource
- c. Preferably min 5 years' experience in Human Resource Management.
- d. Good command in English and Bahasa Malaysia (written and spoken).

**3. Skills and Knowledge**

- a. Well versed with Malaysian Labour Law and statutory guidelines and good working knowledge of HR practice.
- b. Good planning and organizing skills.
- c. Possess good follow up skills
- d. Able to maintain strict confidentiality.
- e. Adaptable to changes in dynamic environment.
- f. Diplomacy in handling diverse employee relations issues.
- g. Capable of accomplishing results with minimum supervision.
- h. Ethical, resourcefulness, self-motivated, and self-starter.

## 1. Head Of Finance

- a. Analyze monthly results and companywide performance.
- b. Bring transparency to cost and business results to improve performance development. Develop cost controlling concept and monitor cost development. Monthly review on cost report VS cost owners
- c. Drive Operational Planning activities of entities representing the business unit in the coverage area. Manage and control direct costs and expenses in line with the budget. Bring transparency to cost and business results to improve performance development
- d. Coordinate audit by external auditor to ensure timely completion of audit per group guideline
- e. Conduct business analysis & recommendation to management team to support decision making for operational & projects
- f. Drive Operational Planning activities. Manage and control direct costs and expenses in line with the budget. Bring transparency to cost and business results to improve performance development

## 2. Skills:

- a. Well versed with all statutory guidelines and good working knowledge of Finance and Account practice
- b. Strong leadership and able to take charge as well as fully responsible
- c. Team player
- d. Coaching and close follow up