

RECRUITMENT

Music Rights Malaysia Berhad (“MRM”) is a national one-stop joint venture licensing company, established by existing music licensing bodies with the endorsement of the Malaysian Government to provide fair and effective centralized copyright licensing convenience to music rights holders (songwriters, music publishers, recording companies, recording artistes & recording musicians) and commercial music users alike.

We are looking for a dynamic individual with credentials and vision to fill in the following position:

HOD, Finance & Admin

A) Skills & Experience

- Minimum Degree in Accounting, CPA or its equivalent and member of MIA
- Minimum 10 years working experience in Finance & Business Operation within minimum 5 years at managerial level.
- Knowledge of Sage Accpac accounting systems, experience in company secretarial matters and Human Resource and Administration and Legal and IT operations will be an added advantage
- Experience and knowledge in Intellectual Properties will be an added advantage.
- Performance oriented and able to work independently
- Excellent communication, people management and leadership skills

B) Responsibility & Accountability

- Reporting to the General Manager
- Overseeing the smooth and efficient running of the Finance, Legal, IT, HR and Administration Departments.
- Preparing reports which summarise and forecast company business activities and financial position in areas of income, expenses, and earnings based on past, present, and expected operations;
- Ensuring compliance with statutory authority, audit, tax and legal requirements;
- Preparing budgets and necessary supporting documentation and justification;
- Providing Top management with timely reviews of organisation's financial status and progress in its various programmes and activities;
- Managing, coordinating and communicating with other departments to ensure successful business growth and effective execution of processes & policies in line with MRM KPIs; and
- To detect and handle complaints, disputes and grievances of all staffs.
- Gather all necessary data to benchmark salaries and benefits; compile all data needed for the annual salary review, and the annual performance appraisal analysis.
- Overseeing new systems and applications development, maintenance and hardware installation;
- Manage IT inventory and software licensing in order to keep track of hardware inventory and ensure compliance with legal software requirements.

- Ensure system security, develop and maintain back-up and disaster recovery plans and procedures.
- To review the employee handbook on a regular basis.
- Attending to any other duties and responsibilities as may be assigned from time to time.

*Five-day work week *Salary based upon qualification & experience *Possess own transportation

Interested candidates are invited to e-mail their CVs including present and expected salaries and recent passport-sized photograph to hr@mrm.my on or before **02nd August 2019**. Only shortlisted candidates will be notified.