



Finance Assistant (Maternity Cover)

Camp Beaumont Asia Job Description



In2
action



Job Title: Finance Assistant (Maternity Cover)

Reports to:	Camp Beaumont Group Finance Manager – located in UK
Location:	Remote Kuala Lumpur, Malaysia
Contract:	6 Months Maternity Cover
Salary:	MYR5,000 - 8,000 (based on qualifications & experience)
Department:	Camp Beaumont Asia Finance

Job Purpose

As Finance Assistant you will be responsible for overseeing end-to-end finance operations, balance sheet reconciliations, short term cash flows, audit queries, as well as ad-hoc projects and requests as and when they come up.

This application is **ONLY OPEN FOR MALAYSIANS**, who are currently residing in **MALAYSIA**.

Key role responsibilities and accountabilities

- Works with the Camp Beaumont CEO, Group Finance Manager and UK Finance team, taking leadership of the bookkeeping & organisation of Camp Beaumont Asia's finances to such a standard that reflects the Asia brand as the Centre of Excellence.
- Takes ownership of the financial reporting and dashboard of the Camp Beaumont Asia brand, encompassing all aspects of the company's finance including but not limited to the Balance Sheet, P&L, Accounts Receivable, and Accounts Payable. Has the confidence and competence to provide accurate and timely answers with regards to finance so that the CEO can plan accordingly.
- Reports on a monthly, quarterly, and annual basis according to the company's financial year and needs. Keeps track of accounts payable, receivable, and appropriate invoicing.
- At all times operates with a high level of integrity, assumes the role of standard bearer with the company's finances. Able to inform and warn the CEO if there is any threat on the financial horizon.
- Works well and has clear communication with the UK headquarters and regional Asia teams as needed, meets deadlines.
- Ensures that payments are processed in a timely manner and that Camp Beaumont Asia entities all have the appropriate supporting legal documents for such payments, including but not limited to staff payroll, office rental, school partnerships, insurance, course related expenses and refunds. Sets up a system where payments are on a set schedule, and we can appropriately plan.
- Assists our partners with annual tax filing and third-party auditing.

- Revenue reconciliation between Camp Beaumont Asia's payment engine, bank account and booking engine, as well as review of data from partners that Camp Beaumont Asia will invoice.

Typical knowledge, skills and experience

- Fully or part qualified accountant (ACA, ACCA, CIMA) or equivalent educational achievement
- Strong technical accounting knowledge
- Experience creating statutory accounts and running annual audit
- Understand and evaluate cash flow scenarios
- Analyse financial data
- Forecast future earnings and expenses
- Experience in Xero preferable

Behavioural competencies

- Attention to Detail: Ensuring accuracy in financial data, reports, and transactions.
- Honesty and Integrity: Maintaining confidentiality and ethical standards in handling sensitive information.
- Organisational Skills: Managing multiple tasks, deadlines, and a structured workflow.
- Analytical Thinking: Ability to interpret financial data, identify discrepancies, and support decision-making.
- Communication Skills: Clearly conveying information both verbally and in writing to different stakeholders.
- Problem-Solving: Addressing issues promptly and efficiently, finding solutions to financial discrepancies or queries.
- Time Management: Prioritising tasks to meet deadlines and handle workload effectively.
- Adaptability: Adjusting to changes in processes, systems, or priorities smoothly.
- Teamwork: Collaborating effectively with colleagues, accountants, and third-party providers.
- Customer Service Orientation: Providing helpful and professional support to internal or external stakeholders.

This job description is not to be regarded as exclusive or exhaustive and does not form part of the roles contract terms. It is a summary of the Finance Assistant function and responsibilities and, like all such documents, will be amended from time to time, in the light of the changing need of the business.

Prepared by Finance Team: August 2025.