

Job Title:	Financial Accountant
Function:	Finance
Updated by:	

Reports to (title):	Senior Accountant,
Location:	Kuala Lumpur, Malaysia
Last updated:	February 2022

1. POSITION PURPOSE

The role of the Junior Accountant is to provide support to the Malaysian finance function to achieve its corporate objectives and targets in compliance with the Company's accounting policies and procedures.

The Junior Accountant will report into the Senior Accountant, who is responsible for the oil and gas assets located in Malaysia. Additionally, to provide regular support to the Group Reporting Accountant in meeting group reporting requirements, such as the preparation of consolidated group financial statements of Jadestone Energy plc, a company listed in the AIM market in London, UK.

The role covers the following areas, PSC and JV accounting for Malaysian oil and gas assets, corporate and statutory reporting for Jadestone group, accounts payable, banking, tax.

This role offers unique exposures to the financial accounting of oil and gas assets in Malaysia, plus the opportunity to involve in the group consolidation and reporting processes.

2. WORKING RELATIONSHIPS

Positions supervised	Direct:	Nil
	Indirect:	Nil

3. PRINCIPLE ACCOUNTABILITIES

- To maintain the general ledger including preparing journals, reconciliations and any other activities as deemed necessary.
- To ensure the monthly closing and reporting functions are completed on time for the Malaysian activities.
- To prepare lifting invoices for the Malaysian business and record the transactions into the accounting system.
- Support the financial reporting requirements of the Petroleum Sharing Contracts (PSCs) to Petronas, including the Statement of Expenditure (SoE), Quarterly Audited Accounts (QAA) and any other reporting requirements.
- Support the joint venture accounting requirements for preparing cash calls, joint interest billing statements (JIBs) and work plan and budgets for the Malaysian assets.
- Assist the corporate finance team in meeting the statutory filing requirements of subsidiaries, such as the preparation of statutory financial statements for subsidiaries based in Malaysia, Singapore and UK, plus other locations within the group if required.
- Support the banking relationships with HSBC, Citibank and any other bank within the Group.
- Support the corporate budgeting process, such as the preparation of annual work plans & budgets and reforecast models for the Malaysian business and corporate functions.
- Provide assistance where necessary to accounts payable, tax, planning, and cost control.
- Support the finance function in any ad-hoc finance requests.

4. POSITION HOLDER REQUIREMENTS

<p>Formal Qualifications</p>	<ul style="list-style-type: none"> • Degree in accounting and finance • Professional accounting qualification sought but not essential • Experience with Big 4 audit firms is an added advantage
<p>Experience, Skills and Knowledge</p>	<ul style="list-style-type: none"> • Minimum 3 years accounting experience • Prior financial accounting experience in the upstream oil and gas industry preferred, but not essential • Big 4 statutory accounting and audit experience • Adequate knowledge on IFRS standards • Adequate knowledge on the preparation of IFRS financial statements • Knowledge with oil and gas accounting & PSC requirements is an added advantage • Experience in using ERP Systems (SUN, SAP, JD Edwards or others) is an added advantage • Good interpersonal skills • Ethical business conduct • Well organised, able to work independently and poses good time management skills • Good written and verbal communication skills