

# Admin and Finance Clerk

Fuze Ecoteer Outdoor Adventures, Malaysia (1007598-D)  
22 Jalan Setia Impian U13/4F, 40170 Shah Alam, Selangor, Malaysia



**Department:** HQ

**Location:** Remote

**Job Type:** Full time

**Duration:** February 2025 onwards

## Job Description:

As the Admin and Finance Clerk for Fuze-Ecoteer, your primary responsibility will be to oversee day to day admin tasks and ensure the book keeping and accounting systems are actioned and followed.

You will work closely with the project and programme leaders to ensure efficient bookkeeping practices and accurate financial reporting. Additionally, you will be responsible for managing both central and project-specific accounts, monitoring budgets, overseeing payroll, and handling invoicing, and receipts.

## Key Duties:

### 1. Monitor and update the system for project bookkeeping:

- Work with project/programme leaders to follow the standardized bookkeeping system.
- Implement guidelines and procedures to ensure accurate and timely recording of financial data for each project.

### 2. HQ Bookkeeping Management:

- Oversee and maintain the central bookkeeping ledger and accounts for the entire organization.
- Ensure that all financial records are up-to-date

### 3. Employee Payroll Management:

- Handle employee payroll payments, including salary disbursement, deductions, and taxes.

### 4. Payments, Invoicing, and Receipts:

- Manage all financial transactions, including vendor payments, invoicing, and receipt processing.

### 5. Reporting:

- Provide timely and accurate financial reports to project managers for decision-making purposes.

### 6. Admin

- Ensure paperwork for permits and licensing is submitted.
- Internship database is complete and upto date
- Contracts sent to interns.

## Requirements:

1. Bachelor's degree in Finance, Accounting, or a related field.

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2. Able to use excel and google sheets.
3. Attention to detail and ability to work with accuracy.
4. Organizational and multitasking skills.

### Benefits:

- Base rate of **RM2,000** per month.
- RM200 per day during programmes as a facilitator or RM250 per day as a course director.
- RM500 training allowance per year, this can be rolled to future years.
- 5% of the profit from programme sales you generate.
- Travel, food and accommodation are provided during group programmes.

### How to apply

Send your cover letter and cv to [adventure@fuze-ecoteer.com](mailto:adventure@fuze-ecoteer.com)

Apply ASAP, before 10th February 2025