

Universiti Tenaga Nasional (UNITEN) is one of the Government Linked Universities (GLUs) in Malaysia that operates in two campuses; one main campus in Putrajaya and the other is in Bandar Muadzam Shah, Pahang. UNITEN is a unique institution, focusing on Engineering, Computer Science & Information Technology, Business, Accounting, Finance, Energy Management and related areas. We offer accredited academic programmes, research services and professional training & consultancy of high quality. In line with our rapid expansion, we invite qualified and suitable candidates to join us as:



EXECUTIVE

UNITEN is seeking a proactive and detail-oriented Executive to oversee accounting functions, support financial/ investment reporting and contribute to the effective management of the University's operations

KEY RESPONSIBILITIES:

The Executive shall be responsible for, but not limited to, the following:

- Prepare, maintain, and monitor investment portfolio, accounting records, financial transactions, budgets, and supporting documentation to ensure accuracy, completeness, and compliance with applicable policies and accounting standards.
- Manage and coordinate finance-related activities, including budgeting, taxation, banking, investment, reimbursements, and statutory submissions, ensuring timely and accurate execution.
- Liaise with internal stakeholders, auditors, financial institutions, investment service providers, regulatory authorities, and other external parties to facilitate finance and investment operations, reporting, and compliance requirements.
- Ensure compliance with financial policies, investment policies, tax regulations, statutory requirements, internal controls, and governance standards while maintaining proper documentation and audit readiness.
- Support the implementation of finance/ investment initiatives, process improvements, and system enhancements to strengthen operational efficiency and service delivery.
- Prepare, review, and maintain financial/ Investment records, reports, and documentation required for management, regulatory authorities, audits, and other corporate reporting purposes.
- Support business initiatives, special projects, and other finance or administrative responsibilities as assigned by the Manager or Head Business Unit.

REQUIREMENTS:

- A Malaysian citizen.
- Age 30 years old and below.
- Bachelor's degree in Accounting, Finance, or related field.
- A minimum of 2 years of working experience in the related field is preferred for this position.
- Familiar with administrative procedures, documentation, and record management.
- Experienced professionals or fresh graduates are encouraged to apply.
- Independent, self-motivated, and driven to deliver results.
- Outstanding time management and attention to detail skills.
- Excellent written and verbal communication skills in both English and Bahasa Malaysia.
- Proactively employ strategic and critical thinking in solving issues and challenges.
- Energetic and able to work under pressure.

PLACEMENT:

UNIVERSITI TENAGA NASIONAL,
Kampus Putrajaya,
Jalan Ikram-UNITEN,
43000 Kajang, Selangor, MALAYSIA.

ADVERTISEMENT DATE:

03rd July 2026 – 19th July 2026

Applications must be accompanied by the UNITEN 188C Form, Resume/CV, certified copies of academic certificates, training certificates, records of involvement, and other supporting documents. Complete applications may be submitted via email to hr@uniten.edu.my : or sent to the following address:

**DIRECTOR
PEOPLE EXPERIENCE DEPARTMENT
UNIVERSITI TENAGA NASIONAL
JALAN IKRAM-UNITEN,
43000 KAJANG, SELANGOR
Email: hr@uniten.edu.my**

The UNITEN 188C Form can be obtained at: <https://www.uniten.edu.my/about/job-opportunities/>

By applying, you have given consent and authorized the Universiti Tenaga Nasional (UNITEN) to collect, process, record, store and/or disclose personal data and sensitive personal data for all purposes associated in relation to your agreement, education, administration, attendance record and any other lawful activities performed or related to services rendered by UNITEN.

Applications must be received by the People Experience Department (PXD), UNITEN no later than the closing date of the advertisement. Incomplete applications and those received after the closing date will not be processed.

If you do not receive any notification within 60 days from the closing date, your application is considered unsuccessful. Only shortlisted candidates will be contacted for an interview.

Creative, Innovative & Energetic
"UNITEN PRACTICES A NO GIFT POLICY"