



The WorldFish Center, located on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a non-profit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

ACCOUNTANT (ACCOUNT PAYABLE)

Key Responsibilities

- Proper accounting and administration of Account Payables through recording, accounting, monitoring and analysis of purchases of goods and services for research, research support, administration and management offices and their corresponding payments;
- Responsible for payable module, create and maintain vendor master data information and perform day to day supplier's invoice transaction;
- Ensuring accurate and timely payments for goods, services and advances to suppliers, partners and staff;
- Maintaining, controlling accurate and completing account payable databases and records;
- Handling vendor's enquiries and resolving any problems in a timely manner;
- Reconciling vendor statements to AP system; and
- Ensuring daily accounts processes are maintained to meet financial closing deadline.

Skills and Abilities

- Possess strong financial analytical and problem solving skills with good interpersonal and communication skills;
- Possess strong basic accounting concept;
- Ability to converse in Bahasa Malaysia and English;
- Highly energetic, enthusiastic and work independently;
- Ability to work under pressure to meet deadlines; and
- Proficient in Microsoft Office application especially Excel and Words.

Qualifications and Experience

- Diploma or Bachelors' Degree in Accounting or Finance;
- Minimum 1-3 years' relevant working experiences;
- Fresh graduates with excellent academic record or candidates with partial professional degree in Accounting or Finance may be considered; and
- Exposure to SAP accounting system would be an added advantage.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail addresses) of three (3) professional referees who are familiar with the candidate's qualifications and work experience. You are required to submit your application (with indication on the subject header "**Application for the position of Accountant (Account Payable) – Headquarters**") to the Human Resources Strategy and Services Unit at worldfish-hr@cgiar.org. Screening of applications will begin immediately and continue until **28 February 2010** or until filled. This is a national position that will be based at the WorldFish Headquarters in Penang, Malaysia. Only short-listed candidates will be notified.

WorldFish is committed to a policy of Equal Employment Opportunity. Applications from qualified female candidates are particularly encouraged.