

MRCGP[INT] South Asia

1. JOB DETAILS

Job Title:	Female Administrative & Finance Assistant
Reports to:	Chief Operating Officer / Admin Manager
Date:	May 15, 2026
Position Nature:	Full-time

2. OVERVIEW FOR THE APPLICANT:

MRCGP [INT] South Asia invites applications for the position of Administrative & Finance Assistant.

The post holder is responsible to assist the management & administrative staff for the day-to-day administrative and finance related matters of the organisation.

3. REQUIREMENTS AND SKILLS

- A Bachelor's degree
- Fresh applicants can also apply. Applicants with prior experience will be preferred.
- Basic knowledge of accounting principles and bookkeeping
- Good communication and interpersonal skills
- Attention to detail and accuracy in financial records
- Ability to maintain confidentiality of sensitive information.

4. RESPONSIBILITIES

The appointees will be responsible to:

1. Finance Responsibilities

- Maintain organized filing systems for physical and digital documents (vouchers, receipts, contracts and invoices)
- Assist in bookkeeping and data entry.
- Assist in Payroll preparation by providing relevant data (Absences, Leaves etc)
- Assist the finance department in preparing and maintaining payments, reimbursements, and petty cash records
- Maintain petty cash expenses
- Reconcile bank statements and cash balances
- Ensure compliance with organizational policies and audit requirements

2. Administrative Responsibilities

- Assist in managing day-to-day administrative matters
- Schedule meetings, appointments, and taking minutes
- Handle communication channels (calls, emails, letters, courier)
- Support HR tasks (attendance records, leave tracking, manage personal files)
- Coordinate travel and accommodation arrangements
- Manage and enter data of various nature.