



PR/157811 | Assistant Finance Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1508886

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:18

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

ABOUT THE JOB

One of the expanding company in Petaling Jaya is looking for Assistant Finance Manager to assist Finance Manager in handling full set accounts.

JOB RESPONSIBILITIES

- Assist in full set of accounting function include reconciliation AP, AR, GL.
- Responsible for monthly, quarterly and yearly closing of accounts and submission of financial information.
- Prepare monthly Debtor's and creditor's Aging reports. Ensure proper record for all invoices.
- Assist in all regulatory, legal matters and taxation compliance matters including tax computations, tax return submission, tax payment/ refund, tax planning including GST/ SST and other tax matters for the company

- Liaise with auditors, tax agents, bankers and others relevant authorities
- Manage and perform any ad-hoc tasks/ projects that may be assigned from time to time.
- Ensure compliance to all statutory requirements pertaining to tax related issues.

JOB REQUIREMENTS

- Minimum at least possess a Bachelor Degree in accounting related field.
- 5 years working experience in accounting field / firm, exposure in IT equipment field would be added advantage.
- Strong financial analysis skill, problem solving skill and interpersonal skill.
- Able to work as team player and under pressure

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Company Description