



PR/157917 | Senior Finance Executive (Construction)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1508922

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:20

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

JOB RESPONSIBILITIES

- **Data Entry:**

- Accurately input financial data into accounting software and Excel databases, ensuring data is complete and correct.

- **Accounts Payable and Receivable:**

- Handle purchase orders, invoices, bills, and receipts.
- Assist in managing accounts payable and receivable, ensuring payments are made and collected on time.
- Reconcile bank statements and financial records.
- Oversee all invoices from suppliers and contractors.

- **Financial Reporting:**

- Assist in preparing quarterly or annual financial reports, including balance sheets, income statements, and cash flow statements.
- Help compile and analyze financial data for both internal and external reporting, including reports for third parties like MCMC, auditors, or the management team.

- **Record Keeping:**

- Maintain well-organized financial records and documentation.
- Ensure proper filing of purchase orders, invoices, receipts, and other financial documents.

- **Liaison with Third Parties:**

- Support external audit processes by providing necessary documentation and addressing findings and recommendations.
- Coordinate with the company's tax agent and secretary for required processes.

- **Expense Tracking:**

- Monitor and record company expenses.
- Assist in preparing expense reports and reimbursement requests.

- **Budget Assistance:**

- Assist in the preparation and monitoring of budgets.
- Help track budget variances and report on financial performance compared to the budget.

- **Compliance and Procedures:**

- Ensure compliance with company policies, procedures, and accounting standards.
- Assist in maintaining internal controls to safeguard financial assets.

- **Communication:**

- Communicate with vendors, clients, and internal departments to resolve issues related to billing, payments, and other financial matters.
- Provide customer service support for financial inquiries.

- **General Administrative Support:**

- Provide administrative support to the accounting team.
- Assist with the submission of documentation to financial institutions.
- Assist with special projects and tasks as needed.

JOB REQUIREMENT

- Education level: Diploma in Accounting or related field
- Job Experience: Proven experience (2+ years) in an accounting role.
- Professional Certifications: Optional
- Languages: Chinese, English and Bahasa Malay
- Have knowledge of accounting principles, financial reporting, and regulatory compliance.
- Advanced proficiency in accounting software - SQL and Microsoft Excel
- Detail-oriented with strong analytical and problem-solving abilities.
- Able to do Full-Set account.

- Been worked for construction industry will be added advantage.

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Company Description