



PR/158127 | Senior Finance Executive / Assistant Finance Manager (Shah Alam)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1509022

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:24

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

- Compile and analyze financial reports on a monthly, quarterly, and annual basis.
- Generate weekly and monthly cash flow statements.
- Approve supplier payments and oversee credit control.
- Track the use of banking facilities.
- Prepare various bank applications (e.g., RC, LC, BG, BA).
- Monitor accounts receivable aging and identify overdue accounts.
- Handle company taxation, ensuring accurate and timely submission of tax computations to the tax agent.
- Review tax liabilities and provisions in financial statements.
- Lead and coordinate the company's budget preparation.
- Prepare monthly adjustments, accruals, and provisions.
- Conduct monthly financial closings.
- Calculate foreign exchange gains or losses for accounts payable and receivable.
- Perform any additional tasks assigned by supervisors or management as needed.

JOB REQUIREMENT

- Degree in Accounting or equivalent
- Mandatory requirement: Experience in manufacturing accounts
- Experience in full sets of accounts
- Experience in ERP system will be added advantage
- Willing to travel to Kajang (5% travelling)

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Company Description