



PR/158444 | Assistant Finance Manager

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1515572

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 14th, 2025 10:42

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

Company & Job Overview

A rapidly growing manufacturing industry company in Penang mainland is seeking for an Assistant Finance manager to help the business to oversee and manage cash flow, daily accounting functions, financial reporting, tax compliance, and cross-functional collaboration to ensure efficient financial operations and adherence to regulations. The ideal candidate will be responsible for support monthly account closing, including financial statements, schedules, tax computations, and related tasks This role requires at least 5-7 years of experience in full set accounting role.

Job Responsibilities

- Prepare and monitor monthly cash flow and projections for management and treasury activities.
- Ensure sufficient funds are available to meet operational and capital investment requirements.

- Oversee daily accounting functions, including Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL), ensuring accurate and timely month-end and year-end closing processes.
- Collaborate with cross-functional teams to improve financial processes and efficiencies.
- Support monthly account closing, including financial statements, schedules, tax computations, and related tasks.
- Handle income tax computation, tax filing, and ensure adherence to tax regulations and compliance.
- Generate, review, and analyze monthly, quarterly, and annual financial reports.
- Deal with internal and external parties on operational matters, financial requirements, statutory reporting needs, taxation, and audits.
- Assist the accounting department head in managing the department and supervise the daily work of the accounting team.

Job Requirements

- Bachelor's degree in accounting, Finance
- Min of 5-7 years of experience in financial reporting or accounting, ideally within the manufacturing industry.
- Strong understanding of accounting principles, financial reporting, and regulatory compliance.
- Excellent communication and interpersonal skills
- Proficiency in Excel and PowerPoint presentations; knowledge of SAP or other ERP systems is an added advantage.
- Mandarin speaker is preferred

Benefits

- Company trip
- Performance Bonus

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

Company Description