



PR/158631 | Finance Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1524501

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 04:00

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 and Job Overview

A rapidly growing company in Bayan Lepas is seeking for Finance Manager to oversee Full sets of accounts & Review employee expense claims & Internal audit.

The ideal candidate will be responsible to ensure timely submission of company's financial reporting according to group reporting deadlines. This role requires at least 5 years of experience in full set of accounts.

Job Responsibilities

- Responsible for Japan and subsequent countries Full sets of accounts, Fixed assets, entering journals, bank reconciliation, balance sheet reconciliation & intercompany reconciliation.
- Accounts Payable (processing invoices and payments).
- Review employee expense claims.
- Liaising with third party advisors/bookkeepers on statutory requirements.

- working with tax advisors, responsible for all tax compliance for India and assigned countries, including, but not limited to, annual/quarter/month tax filings, etc.
- Company Secretarial & other matters
- Ensure for India and assigned countries, that Board of Directors and shareholder meetings, Board members changes, etc. are completed and filed on time.
- Ensure for India and assigned countries, business license renewal, additional securities deposit for SEC compliance, etc. are completed and filed on time.
- Responsible for reviewing and approve payroll, including employee annual income return and all other statutory returns.
- Site Manager for Malaysia FIN team ("MY FIN")
- Provide guidance and mentoring to MY FIN
- Ensure and inculcate general skills set (e.g. Excel, Outlook and soft skill such communication, planning, etc.)
- Work with line managers to develop MY FIN
- To assist as and when needed by Finance Manager or Director.
- To assist Internal Auditor team in audit at sub-con sites and/or distributor sites
- Any other duties may be assigned by Finance Manager or Director.

Job Requirements

- Min one year in a supervisory role.
- More than 5 years of experience handling full set of accounts with some years' experience in tax work.
- At least 2 to 4 years audit experience in a reputable public accounting firm.
- Good excel skills (Pivot table, Vlookup, etc)
- Preferably with Oracle experience

Company Description