



PR/157811 | Assistant Finance Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1508886

業種

監査・税理士法人

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2024年12月11日 15:18

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明