



## **JOB DESCRIPTION**

**POSITION : Accountant**

---

### **THE PERSON FOR THE JOB**

- Executing all aspects of financial accounting and reporting activities for the company and subsidiaries:
- Take charge of all accounting and finance functions which include monthly closing, accounts reconciliations, audit, taxation, cash flow management, treasury, fixed assets management, collections, payments and inventory.
- Prepare monthly financial reports, quarterly report, BOD reports, financial projections, budgets, monthly variance analysis, draft audited report and monitor business unit performance.
- Ensure timely and accurate preparation and submission of reports, Income Tax, MyRA & SETARA, grant applications and other government reports.
- Manage & lead the finance team on the day-to-day operations of overall accounting & finance functions.
- Liaise with internal, external auditors, tax agents, bankers, suppliers and statutory authorities to ensure compliance with Malaysian Financial Reporting Standards and statutory requirements.
- Support any ad-hoc tasks, duties assigned by Group Chief Financial Officer/Senior Finance Manager from time to time.

### **Requirements**

- Minimum Bachelor Degree in Accounting or Professional Accounting qualifications (CPA, ACCA) or equivalent with 5 years related working experience.
- Experience in Project Management & Costing and Management Reporting.
- Able to work under pressure in a fast-paced working environment and meet tight deadlines.
- Excellent analytical skills with strong financial system process knowledge.
- Computer literate especially in Excel (advanced) and Power Point.
- Good command of spoken and written English.
- Able to communicate with all levels, assertive and encourages teamwork