



JOB DESCRIPTION

POSITION : Finance Executive

THE PERSON FOR THE JOB

- Responsible for the Accounts Payable and Accounts Receivable functions.
- Assist in the monthly closing and preparation of related reconciliation reports.
- Able to prepare full set of management accounts.
- Perform any additional ad-hoc tasks as and when assigned from time to time.

Requirements

- Prefer Bachelor Degree in Accounting or Professional Accounting qualifications.
- Part qualified ACCA or similar professional qualifications is encouraged to apply.
- Minimum 3 years related working experience.
- Ability to work well independently.
- Familiar with ERP system.
- Good command of spoken and written English.
- Computer literate especially in MS Office and Accounting System.
- Applicants should be Malaysian citizens or hold relevant residence status.