

Responsibilities:

1. **Manage Accounts Receivable and Payable (AR/AP):** Ensure timely and accurate processing of payments and receipts for efficient cash flow management.
2. **Daily Accounting Operations:** Perform routine accounting tasks, including ledger maintenance, invoice processing, and financial data updates.
3. **Bank Reconciliation:** Reconcile bank statements with accounting records to maintain accurate and up-to-date financial information.
4. **Journal Entries:** Record financial transactions by booking journal entries in line with accounting principles.
5. **Staff Expense Management:** Process and verify staff claims in compliance with company policies.
6. **Staff Attendance Management:** Update and track employee attendance for HR purposes.
7. **Statutory Payments:** Manage and execute statutory payments such as Sales and Service Tax (SST) and Corporate Income Tax (CP204) to comply with local regulations.
8. **Financial Reporting:** Prepare and present quarterly financial reports, providing insights into company performance for decision-making.
9. **Audit & Tax Compliance:** Collaborate with external auditors and tax agents to support the preparation of audited financial statements and ensure compliance with regulatory requirements.
10. **Ad-hoc Tasks:** Perform additional duties as assigned by the Managing Director to support company operations.
11. **Month-End & Year-End Closing:** Lead the monthly and annual financial closing process, ensuring all transactions are accurately recorded and reconciled.
12. **Statutory Fee Payments:** Prepare and book payment vouchers for approval of statutory fees, including tax (LHDN CP204) and Sales and Service Tax (SST) submissions to relevant authorities.
13. **Multi-Company Financial Management:** Oversee and execute financial responsibilities for multiple entities, including Nanoverify Sdn. Bhd, Konkordia Sdn. Bhd, and Provekta Sdn. Bhd.

Qualification Requirement:

- Bachelor's degree in Finance or a related field.
- Minimum of 5 years of experience handling company accounts including financial reporting.

Preferred Skills:

Proficiency in financial modeling will be considered a valuable asset.