

Responsibilities:

1. To prepare a full set of company accounts and assist in the consolidation of financial reporting;
2. To monitor the company's cash flow and budgeting to ensure sufficient funds;
3. To perform bank reconciliations and liaise with banks;
4. To monitor and updates the fixed asset register;
5. To maintain financial policies, procedures, and guidelines;
6. To ensure all transactions pertaining to payment, received, journal, accrual, prepayment, and others to the account are captured into the system in a timely manner;
7. To monitor and update the income, other income and fund receive and record properly into the company.
8. To monitor and update the cost and expenses record properly into the company
9. To liaise with auditors, tax agents, company secretaries, and any government bodies regarding matters related to the financial reports;
10. To ensure timely submission of monthly accounts and management reports;
11. To liaise with relevant stakeholders on financial matters;
12. To assist the human resources team on salary management;
13. To prepare a full set of accounts & assisting in SST/GST reporting;
14. To perform as secretarial in any finance office meeting or meeting that related to financial matters; and
15. To perform any other tasks and duties as and when assigned from time to time.

Qualification and Requirement:

1. Degree holder in Accounting, Finance, or similar degree; equivalent combination of education and experience may substitute for degree.
2. 0 - 3 years of working experience in finance, account, procurement, payables and budgetary controls.

Preferred Skills:

1. Knowledge of Malaysian Accounting and Reporting Standards,
2. Knowledge of Auto count, SAP Accounting Software or equivalent is preferred;
3. Ability to work independently and remotely, with minimal guidance;
4. Ability to communicate clearly and concisely in English, both orally and in writing;
5. A positive attitude with ability to interact with a cross-section business units and levels in the organization with good problem-solving skills; and
6. Ability to generate and implement ideas for continuous improvement of systems and processes.