



PR/159139 | Assistant Finance Manager

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1544741

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A well established property developer company looking for Assistant Finance Manager.

JOB RESPONSIBILITIES:

- Preparing financial statements and ensure proper maintenance of cash controls, accounts payable, accounts receivable and general ledger including monthly closing.
- Preparing quarterly forecast and annual budgets.
- Develop and implement financial and operational procedures to enhance business unit efficiency.
- Preparing monthly financial analysis and management reports for submission to Group Accounts.

- Ensure timely and accurate monthly account closing.
- Handle correspondence with contractors, consultants, creditors and relevant authorities.
- Liaising with bankers, solicitors, auditors, tax agents, custom officers and relevant authorities.
- Performing tax computations for assigned companies.

JOB REQUIREMENTS:

- Degree in Finance Accounting or a recognised professional accountancy qualifications.
- Min 5 to 7 years of experience in finance and accounting functions preferably in the property development industry.
- Good understanding of statutory requirements and industry practices.

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##stateKualaLumpur

Company Description