



PR/159136 | Assistant Manager, Finance

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1548117

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 20th, 2025 08:00

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 Background

An MCN Company based in Kota Damansara is currently looking for an Assistant Manager, Finance role.

Key Responsibilities

- Handle full set of accounts including AP, AR, GL, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial statements and management reports.
- Assist in budgeting, forecasting, and variance analysis.
- Ensure timely submission of SST, WHT, and other statutory filings (e.g., EPF, SOCSO, EIS).
- Support external and internal audit processes by preparing necessary documentation.

- Maintain and update accounting records and supporting documents.
- Process staff expense claims and review supporting documents for accuracy.
- Liaise with banks, auditors, tax agents, and relevant authorities.
- Assist in process improvement initiatives to streamline accounting and reporting.
- Support payroll review and monthly closing activities.
- Perform any other finance or administrative duties assigned by the manager

Key Requirements:

- Bachelor's degree in Accounting, Finance, or equivalent professional qualification (ACCA, CPA, etc.) is an advantage.
- At least 3–5 years of relevant working experience in accounting or finance.
- Proficient in Microsoft Excel and accounting systems (e.g., SQL, SAP, or similar).
- Good understanding of local tax regulations and financial reporting standards.
- Strong analytical, problem-solving, and time management skills.
- Able to work independently with minimal supervision and meet tight deadlines.
- Good communication and interpersonal skills

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Company Description