



JAC Recruitment

マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159179 | Assistant Finance Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1548142

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 3rd, 2025 06:00

### 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 and Job Overview**

One of the growing companies in Petaling Jaya, committed to delivering excellence and innovation. They are looking for a dedicated and experienced Assistant Finance Manager to join their dynamic team. The Assistant Finance Manager is supporting the financial operations of the company. This position involves overseeing financial planning, analysis, and reporting, ensuring compliance with financial regulations, and contributing to strategic financial decisions.

**Job Responsibilities**

Assist in full set of accounting function include reconciliation AP, AR, GL.

Responsible for monthly, quarterly and yearly closing of accounts and submission of financial information.

Prepare monthly Debtor's and creditor's Aging reports. Ensure proper record for all invoices.

Assist in all regulatory, legal matters and taxation compliance matters including tax computations, tax return submission, tax payment/ refund, tax planning including GST/ SST and other tax matters for the company

Liaise with auditors, tax agents, bankers and others relevant authorities

Manage and perform any ad-hoc tasks/ projects that may be assigned from time to time.

Ensure compliance to all statutory requirements pertaining to tax related issues.

Job Requirements

Minimum at least possess a Bachelor Degree in accounting related field.

5 years working experience in accounting field / firm, exposure in IT equipment field would be added advantage.

Strong financial analysis skill, problem solving skill and interpersonal skill.

Able to work as team player and under pressure.

#LI-JACMY

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

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Company Description