



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

July 8th, 2025 16:36

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.

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Company Description