



PR/159495 | Senior / Assistant Manager Finance & Accounting

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1556272

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 26th, 2025 10:21

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 multinational chemical company specializing in the formulation, sales, and distribution of polyurethane chemicals is looking for a dynamic and enthusiastic individual for the position of Senior/ Asst Manager Finance and Accounting in Subang Jaya. They are responsible for overseeing the financial health of the company, ensuring compliance with financial regulations, and implementing efficient accounting and financial management processes. The principal function is to provide accounting support and to ensure the smooth running of the office and other duties as assigned by the management from time to time.

JOB RESPONSILTIES

Financial Accounting & Reporting

- Manage the company's full set of accounts and ensure timely monthly closing.
- Prepare monthly Profit & Loss Statements and Balance Sheets.
- Develop detailed accounting schedules and support the annual statutory audit process.

- Compile and submit quarterly financial reports to the Head Office.

Cash Flow & Banking

- Manage the company's full set of accounts and ensure timely monthly closing.
- Prepare monthly Profit & Loss Statements and Balance Sheets.
- Develop detailed accounting schedules and support the annual statutory audit process.
- Compile and submit quarterly financial reports to the Head Office.

Accounts Receivable & Payable

- Maintain and update the Aging Report to monitor outstanding balances.
- Process invoices from sundry creditors accurately and in a timely manner.

Fixed Assets

- Maintain FA records and schedules.

Statutory & Regulatory Reporting

- Prepare and submit quarterly reports to the Central Bank in compliance with regulatory requirements.
- Compile and present monthly production reports for internal review and analysis.
- Generate and submit the annual report to the Department of Statistics as required.

Quality Awareness & Others

- Ensure compliance with Quality Policy, Objectives, and Risk Controls.
- Promote continuous improvement through a Kaizen approach in Finance & Accounting.
- Perform additional tasks as assigned by superiors.

JOB REQUIREMENTS

- Minimum Diploma / Degree with at least 5 years of working experience.
- Fluent in English and Bahasa Malaysia, ability to speak Mandarin would be an advantage.
- Computer literate.
- Strong communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- Fluent in English and Bahasa Malaysia; ability to speak Mandarin is an advantage.
- Possess own transport.

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Company Description