



PR/159595 | Finance Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1559955

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 10:47

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB OVERVIEW

One of our clients is seeking a detail-oriented and proactive Finance Executive to join our team. The ideal candidate will have a strong foundation in accounting principles and will primarily focus on Accounts Payable (AP) functions, supporting both local and overseas entities. Fresh graduates with relevant academic backgrounds are encouraged to apply.

JOB RESPONSIBILITIES

- Handle full set of accounts, including General Ledger (GL), Accounts Payable (AP), and Accounts Receivable (AR).
- Focus on Accounts Payable (AP) processes
- Manage vendor invoices and payments for local and overseas entities.
- Ensure timely and accurate processing of AP transactions.
- Reconcile AP accounts and resolve discrepancies.
- Assist in month-end and year-end closing activities.
- Support audit and tax filing processes as required.
- Perform ad hoc tasks or assignments as directed by management.
- Collaborate with internal departments and external stakeholders to ensure smooth financial operations.

JOB REQUIREMENTS

- Minimum bachelor's degree in accounting or related field.
- 1–2 years of experience in accounting or finance. Fresh graduates are welcome to apply.
- Strong attention to detail and analytical skills.
- Effective communication skills in English and Mandarin.
- Ability to work independently and as part of a team in a fast-paced environment.

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Company Description