



PR/158986 | Finance Executive (Fresh graduate can apply)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1563151

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 28th, 2025 10:19

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

COMPANY OVERVIEW

A well-established retail company based in Kuala Lumpur is currently seeking a **Finance Executive** to support its finance operations. This role is ideal for individuals looking to grow their career in a dynamic and fast-paced retail environment. The successful candidate will be responsible for managing partial accounts and supporting key financial functions to ensure accuracy and compliance.

JOB RESPONSIBILITIES

- Manage accounts payable functions, including processing various forms of payments within the timeline and ensuring all transactions are accurately recorded.
- Manage accounts receivable functions, including daily updates on the branch's collections, reviewing monthly aging, and issuing invoices.
- Perform bank reconciliation.
- Manage fixed assets, ensuring timely and accurate recording in adherence to company policy.

- Assist in preparing audit and tax schedules for year-end statutory audits, tax computation services, and tax submissions.
- Undertake any ad hoc tasks assigned by superiors or management.

JOB REQUIREMENTS

- Minimum qualification: Diploma or Degree in Accounting or a related field.
- At least 6 months to 1 year of experience in finance or accounting.
- Proficiency in Chinese is required to liaise with internal teams and stakeholders.
- Fresh graduates are encouraged to apply.

#LI-JACMY

#StateKL

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Company Description