



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159999 | Accounts Assistant

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1572781

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 17th, 2026 09:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Handle full or partial sets of accounts (monthly, quarterly and yearly) for the portfolio of clients
- Ensure accurate recording of accounting transactions and analyse financial information to prepare meaningful management accounts and supporting schedule
- Prepare financial statements and ensure compliance of accounting standards
- Responsible for full spectrum of payroll functions in relation to the portfolio of clients
- Establish good client relationships through positive interactions with the client's team
- Involve in any other ad hoc duties as assigned

Job Requirements

- Responsible for managing client bookkeeping and preparing a full set of accounts.

#LI-JACMY
#countrymalaysia

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Company Description