



## 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