



## PR/160281 | Finance Associate - Global Services

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1582507

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 14:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Company Overview**

a leading BPO provider delivering finance, accounting, banking, and tax services for multinational clients, with a strong focus on Japan-based subsidiaries. In this role, the Global Services Finance Associate supports accurate and compliant financial operations across multiple countries, working closely with senior consultants and managers. The position offers hands-on training, exposure to international finance processes, and a strong foundation for career growth in global consulting.

**Key Responsibilities**

- Receive and process client finance documents, record transactions accurately, and deliver reporting packages on time.
- Manage payment initiation through online banking platforms and prepare cash flow projections.
- Support tax filing activities and monitor compliance with statutory and regulatory requirements across jurisdictions.
- Ensure adherence to finance processes, document retention, reporting, and audit standards.
- Validate accounting entries, cash flow projections, and payment setups for accuracy.
- Assist in documenting finance processes and standard operating procedures for consistent delivery.
- Contribute to ad-hoc projects, knowledge sharing, and process improvement initiatives.

### Key Requirements

- Bachelor's degree in accounting/finance or equivalent qualification.
- Business level English proficiency and able to read/write Chinese character.
- Strong proficiency in MS Office (Excel, Word, PowerPoint, Outlook).
- Customer-oriented with strong communication and interpersonal skills.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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