



PR/160393 | Finance and Accounting Supervisor

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1586499

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A newly setup medical manufacturing company in Kedah is looking for Finance and Accounting Manager to oversee the financial operation of the company.

Job Responsibilities

- Responsible for the company's daily accounting operations, including but not limited to: accounting entries, voucher preparation, ledger maintenance, and preparation of financial statements
- Independently handle bank-related matters, including payment and receipt processing, account management, bank reconciliations, and balance adjustments
- Manage company cash and bank deposits to ensure fund security and compliant usage and prepare daily/weekly cash flow reports.
- Follow up on accounts receivable and accounts payable; assist with aging analysis and reconciliation of outstanding

balances.

- Handle basic tasks related to tax filings and assist in ensuring tax compliance.
- Participate in inventory cost accounting and coordinate with the warehouse for periodic stocktaking and reconciliation between records and physical inventory.
- Assist supervisors in completing monthly and annual closing, as well as audit preparation work.
- Maintain financial records to ensure all vouchers, ledgers, and reports are complete and well organized.

Job Requirements

- Diploma or above in Accounting, Finance, or related fields.
- At least 5 years of relevant accounting experience; candidates with experience in manufacturing, healthcare, or trading companies are preferred.
- Familiar with Malaysian accounting standards, tax laws, and relevant regulations.
- Able to independently handle full-set accounts and daily cashier duties
- High integrity, strong sense of responsibility, meticulous and conscientious work attitude, with good learning ability, communication skills, and team spirit.

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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Company Description