



PR/160510 | AM Finance Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599287

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:13

General Requirements

Minimum Experience Level

Over 3 years

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

Key Responsibilities**Accounting Operations**

- Oversee daily accounting activities, ensuring adherence to company policies, procedures, and applicable accounting standards.
- Manage the full set of accounts, including General Ledger (GL), Accounts Payable (AP), and fixed assets.
- Ensure strong balance sheet reconciliation discipline and accurate GL postings within a high-volume transaction environment.

Month-End Closing & Financial Reporting

- Lead and execute monthly, quarterly, and annual closing activities.
- Prepare accurate and timely financial statements, including detailed variance analysis.

- Consistently meet all reporting deadlines with a high level of accuracy and completeness.

Accounts Payable Controls & Compliance

- Investigate, resolve, and clear discrepancies between purchase orders (PO), goods received notes (GRN), and supplier invoices promptly.
- Oversee vendor reconciliations and ensure accurate recording of payables in both the AP sub-ledger and General Ledger.
- Strengthen and maintain robust internal controls across AP, GL, and related accounting processes to ensure policy and regulatory compliance.

Tax, Audit & External Liaison

- Prepare audit and tax schedules and support external auditors and tax agents during audit and tax review processes.
- Act as a key liaison with external auditors, tax agents, and bankers on finance-related matters.

Job Requirements

- Bachelor's degree in Accounting or Finance.
- At least 5 years of relevant experience, preferably in an FMCG or high-volume transactional environment.
- Strong knowledge of General Ledger accounting, Accounts Payable processes, and account reconciliations.
- Hands-on experience with Autocount or similar accounting systems.
- Advanced proficiency in Microsoft Excel.

#LI-JACMY

#countrymalaysia

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Company Description