



PR/160533 | SENIOR FINANCE EXECUTIVE at Foreign Consultancy Firm

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1599292

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 22nd, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

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 consultancy firm which has offices across several countries including Malaysia, Japan, Singapore, Thailand, Indonesia, Cambodia, Vietnam, the Philippines, India, and the United States. The company appears to focus significantly on supporting Japanese businesses operating in Malaysia

JOB RESPONSIBILITIES

- Maintain a full set of accounts, including Accounts Receivable (AR), Accounts Payable (AP), General Ledger (GL), journal entries, bank reconciliations, cash flow management, and preparation of Profit & Loss and Balance Sheet reports.
- Ensure all accounting records and transactions are accurately recorded and updated in a timely manner.
- Prepare monthly management reports and financial statements with accuracy and within required deadlines.

- Handle bi-monthly SST submissions and ensure compliance with statutory and regulatory requirements.
- Prepare, issue, and monitor invoices, while following up on outstanding receivables and managing creditor payments.
- Process supplier payments and maintain accurate payment records.
- Assist in monitoring cash flow position and liaise with banks on banking-related matters.
- Maintain organized and systematic filing of accounting, administrative, and statutory documents.
- Prepare audit schedules and coordinate with external auditors during annual audits.
- Perform general office administration and support daily operational requirements.
- Provide support for outsourced accounting and administrative assignments for clients.
- Undertake additional duties and special projects as assigned by Management from time to time.

JOB REQUIREMENTS

- Diploma or Degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of three (3) years' relevant working experience in accounting and administrative functions.
- Exposure to full-set accounting and accounting operations, including Accounts Payable (AP), Accounts Receivable (AR), and General Ledger (GL), will be an added advantage.
- Proficient in QuickBooks and Microsoft Office applications, particularly Excel and Word.
- Meticulous and detail-oriented, with a strong commitment to accuracy and quality of work.
- Strong organizational and time-management skills, with the ability to prioritize tasks and meet deadlines.
- Able to work effectively both independently and as part of a team.
- Good command of English, both written and spoken.
- Positive, proactive, and adaptable, with a willingness to learn and take on new responsibilities.
- Capable of handling multiple assignments and working efficiently in a dynamic and fast-paced environment.
- Demonstrates a high level of professionalism, integrity, and discretion in handling confidential information.
- Strong sense of ownership, accountability, and commitment to delivering results.

#LI-JACMY

#StateKualaLumpur

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Company Description