



PR/160728 | Finance and Administration Executive (with global technical distributor in Penang)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599409

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 10th, 2026 22:00

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

The Finance & Administration Executive is responsible for supporting the financial operations, statutory compliance, payroll administration, office administration, and business support functions of the company in Malaysia. This role serves as a key operational support position to ensure business continuity, regulatory compliance, accurate financial reporting, and efficient day-to-day administration of the Malaysia entity.

Responsibilities

- Maintain a full set of accounts and supporting schedules
- Ensure timely and accurate monthly, quarterly, and year-end financial closings
- Prepare financial reports and management reporting packages.
- Perform balance sheet reconciliations and variance analysis

- Support budgeting and forecasting activities.
- Ensure compliance with Malaysian statutory and regulatory requirements.
- Coordinate tax filings, SST requirements (where applicable), withholding tax matters, and e-Invoicing compliance.
- Liaise with external tax agents, auditors, and company secretary.
- Ensure timely submission of statutory reports and maintenance of corporate records.
- Coordinate annual statutory audits and financial audits
- Perform three-way matching of Purchase Orders, Goods Receipts, and Supplier Invoices.
- Coordinate payroll processing and payroll-related reconciliations.
- Administer employee benefits and statutory contributions including EPF, SOCSO, EIS, and PCB.
- Support day-to-day office administration and facility management.
- Coordinate service providers, office vendors, and corporate documentation.
- Support travel arrangements, meeting coordination, and administrative requirements.
- Maintain company records, licenses, insurance policies, and compliance documentation.

Requirements

- At least 5 years of working experience in accounting and administration, preferably in trading and distribution industry
- Capable to handle fullset accounts. Experience in payroll is an added advantage

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description