



PR/161090 | Accounting Assistant Manager / Manager (Outsourcing Services)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1612727

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 10:19

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

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 Description: -

- Manage the full range of accounting and financial reporting activities, including monthly, quarterly, and year-end closing processes.

- Review accounting records, management reports, and group reporting packages to ensure accuracy, completeness, and compliance with reporting requirements.
- Oversee tax-related matters, including SST, withholding tax, corporate tax filings, and deferred tax computations, ensuring compliance with applicable regulations.
- Serve as the primary contact for financial statement matters and coordinate with external auditors, tax agents, and company secretaries to ensure timely completion of statutory and regulatory requirements.
- Lead, mentor, and support the accounting team by reviewing work, providing technical guidance, and driving continuous improvement in performance and processes.
- Keep abreast of changes in accounting standards, tax regulations, and industry developments to ensure best practices are adopted.
- Support budgeting, forecasting, cash flow planning, and management reporting to facilitate business decision-making.
- Participate in process improvement initiatives and contribute to strategic projects undertaken by the firm.
- Undertake other ad-hoc assignments and responsibilities as assigned by management from time to time.

Requirements: -

- Bachelor's Degree or Diploma in Accounting, Finance, or a related discipline.
- Professional certifications such as ACCA, CPA, MIA, or equivalent qualifications are preferred.
- Minimum 6 years of relevant experience in accounting or accounting outsourcing, with experience leading a team or supervising staff.
- Strong knowledge and hands-on experience in preparing full sets of accounts in accordance with MFRS and/or MPERS.
- Proficient in Microsoft Office applications, particularly Excel, and familiar with accounting systems such as QuickBooks, SQL, Xero, MultiBook, or SAP.
- Good communication and interpersonal skills, with the ability to build effective working relationships with clients and team members.
- Able to work independently, demonstrate initiative, and perform well in a dynamic and fast-paced environment.
- Strong analytical, problem-solving, time management, and organizational skills, with the ability to manage multiple priorities effectively.
- Proficiency in Japanese will be 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.

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Company Description