

PR/161145 | Head of Finance & Admin in one of the Mutltinational Trading Companies

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1614556

Industry
Industrial Facilities

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 13:00

General Requirements

Minimum Experience Level
Over 10 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

About the Company
A globally recognized company in their industry at Petaling Jaya. The company is looking for Head of Finance & Administration who will be responsible for overseeing the organization's financial management, accounting operations, budgeting, compliance, administration, and corporate governance to ensure the company's financial health and operational efficiency.

Responsibilities

- Lead the Finance & Administration department.
- Provide financial advice and recommendations top management.
- Support strategic decision-making through financial analysis and business.
- Ensure accuracy of accounting record and timely reporting.

- Lead annual budgeting and business planning exercises.

- Monitor budget utilization and cost control.

- Oversee office administration and facilities management.

Requirements

- Bachelor’s Degree in Business Studies.
- 10 – 15 years of experience I finance, accounting, HR and admin field.
- At least 5 years in a leadership or finance management role.

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Company Description