



PR/158003 | Finance Officer

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1536504

業種

その他（メーカー）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年04月30日 16:01

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Finance Officer

A rapidly growing MNC in Bukit Mertajam is looking for **Finance Officer** to be part of their team. You will be a key part of helping the business to assist in month-end and year-end financial closings, manage fixed assets, handle costing, prepare reports, perform reconciliations, and support audit and tax preparation.

Main responsibilities of the Finance Officer role

- Assist with month-end and year-end financial closing by preparing journal entries for Accounts Payable (AP), Accounts Receivable (AR), Inventory Module, Accruals, Deferrals, and other relevant tasks. Strong understanding of double-entry accounting is required.
- Contribute to the preparation of monthly management reports, meeting presentations, financial data analysis, and expense variance reports.
- Manage and maintain Fixed Assets.
- Provide support in costing activities.
- Perform balance sheet account reconciliations.
- Assist in audit and tax preparation as directed by superiors.
- Ensure proper maintenance and filing of documents to support all accounting entries.
- Handle additional tasks as assigned by superiors or management as needed.

Key requirements

- Degree in Accounting or a related field.
- Fresh graduates are welcome to apply.
- Prior working experience, especially in a reputable audit firm or manufacturing company is added advantage
- Proficient in Microsoft Office

会社説明