



JAC Recruitment

We are recruitment specialists around the globe

Malaysia



## PR/159179 | Assistant Finance Manager

## 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

1545425

## 業種

監査・税理士法人

## 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06月24日 10:36

## 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

## Company and Job Overview

One of the growing companies in Petaling Jaya, committed to delivering excellence and innovation. They are looking for a dedicated and experienced Assistant Finance Manager to join their dynamic team. The Assistant Finance Manager is supporting the financial operations of the company. This position involves overseeing financial planning, analysis, and reporting, ensuring compliance with financial regulations, and contributing to strategic financial decisions.

## Job Responsibilities

Assist in full set of accounting function include reconciliation AP, AR, GL.

Responsible for monthly, quarterly and yearly closing of accounts and submission of financial information.

Prepare monthly Debtor's and creditor's Aging reports. Ensure proper record for all invoices.

Assist in all regulatory, legal matters and taxation compliance matters including tax computations, tax return submission, tax payment/ refund, tax planning including GST/ SST and other tax matters for the company

Liaise with auditors, tax agents, bankers and others relevant authorities

Manage and perform any ad-hoc tasks/ projects that may be assigned from time to time.

Ensure compliance to all statutory requirements pertaining to tax related issues.

#### Job Requirements

Minimum at least possess a Bachelor Degree in accounting related field.

5 years working experience in accounting field / firm, exposure in IT equipment field would be added advantage.

Strong financial analysis skill, problem solving skill and interpersonal skill.

Able to work as team player and under pressure.

#LI-JACMY

---

会社説明