



PR/159136 | Assistant Manager, Finance

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

1548117

業種

その他（商社）

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07月08日 16:35

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 Background

An MCN Company based in Kota Damansara is currently looking for an Assistant Manager, Finance role.

Key Responsibilities

- Handle full set of accounts including AP, AR, GL, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial statements and management reports.
- Assist in budgeting, forecasting, and variance analysis.
- Ensure timely submission of SST, WHT, and other statutory filings (e.g., EPF, SOCSO, EIS).
- Support external and internal audit processes by preparing necessary documentation.

- Maintain and update accounting records and supporting documents.
- Process staff expense claims and review supporting documents for accuracy.
- Liaise with banks, auditors, tax agents, and relevant authorities.
- Assist in process improvement initiatives to streamline accounting and reporting.
- Support payroll review and monthly closing activities.
- Perform any other finance or administrative duties assigned by the manager

Key Requirements:

- Bachelor's degree in Accounting, Finance, or equivalent professional qualification (ACCA, CPA, etc.) is an advantage.
- At least 3–5 years of relevant working experience in accounting or finance.
- Proficient in Microsoft Excel and accounting systems (e.g., SQL, SAP, or similar).
- Good understanding of local tax regulations and financial reporting standards.
- Strong analytical, problem-solving, and time management skills.
- Able to work independently with minimal supervision and meet tight deadlines.
- Good communication and interpersonal skills

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会社説明