



## PR/159495 | Senior / Assistant Manager Finance & Accounting

### 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

1556272

#### 業種

化学・素材

#### 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08月26日 10:21

### 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 OVERVIEW

A multinational chemical company specializing in the formulation, sales, and distribution of polyurethane chemicals is looking for a dynamic and enthusiastic individual for the position of Senior/ Asst Manager Finance and Accounting in Subang Jaya. They are responsible for overseeing the financial health of the company, ensuring compliance with financial regulations, and implementing efficient accounting and financial management processes. The principal function is to provide accounting support and to ensure the smooth running of the office and other duties as assigned by the management from time to time.

#### JOB RESPONSIBILITIES

##### Financial Accounting & Reporting

- Manage the company's full set of accounts and ensure timely monthly closing.
- Prepare monthly Profit & Loss Statements and Balance Sheets.
- Develop detailed accounting schedules and support the annual statutory audit process.

- Compile and submit quarterly financial reports to the Head Office.

#### Cash Flow & Banking

- Manage the company's full set of accounts and ensure timely monthly closing.
- Prepare monthly Profit & Loss Statements and Balance Sheets.
- Develop detailed accounting schedules and support the annual statutory audit process.
- Compile and submit quarterly financial reports to the Head Office.

#### Accounts Receivable & Payable

- Maintain and update the Aging Report to monitor outstanding balances.
- Process invoices from sundry creditors accurately and in a timely manner.

#### Fixed Assets

- Maintain FA records and schedules.

#### Statutory & Regulatory Reporting

- Prepare and submit quarterly reports to the Central Bank in compliance with regulatory requirements.
- Compile and present monthly production reports for internal review and analysis.
- Generate and submit the annual report to the Department of Statistics as required.

#### Quality Awareness & Others

- Ensure compliance with Quality Policy, Objectives, and Risk Controls.
- Promote continuous improvement through a Kaizen approach in Finance & Accounting.
- Perform additional tasks as assigned by superiors.

#### JOB REQUIREMENTS

- Minimum Diploma / Degree with at least 5 years of working experience.
- Fluent in English and Bahasa Malaysia, ability to speak Mandarin would be an advantage.
- Computer literate.
- Strong communication and interpersonal skills.
- Ability to work under pressure and meet tight deadlines.
- Fluent in English and Bahasa Malaysia; ability to speak Mandarin is an advantage.
- Possess own transport.

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#stateselangor

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会社説明