



PR/160130 | Accounting 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

1577567

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

2026年02月10日 10:22

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

無し

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

Our client is an established MNC company in engineering products sales and services. They are looking to hire a skilled and experienced Accounting Manager to oversee Finance & Accounting operations, HR/General Affairs functions, and IT/office administration support. This role is ideal for a hands-on, detail-oriented professional who can lead core financial processes while ensuring smooth office operations and compliance.

Key Responsibilities

- Manage monthly, quarterly, and annual closing activities.
Oversee full set of accounts, including GL control and journal entry reviews.

- Handle tax matters, including Corporate Tax, SST, and Withholding Tax.
- Manage cash flow, payments, and bank operations.
- Coordinate audits and liaise with external consultants.
- Prepare and present management reports to the Managing Director and HQ.
- Manage payroll processing and attendance data.
- Handle employee onboarding and offboarding administration.
- Maintain HR data and generate basic HR reports.
- Oversee office administration, including contracts and general office affairs.
- Manage IT assets such as PC, networking system.
- Coordinate with IT vendors and system providers.
Handle first-level IT issue coordination (non-technical troubleshooting).

Job Requirements

- Bachelor's Degree in Accounting, Finance, or a related discipline.
- 8 to 10 years of relevant working experience, preferably in a similar capacity.
- Proficient in managing audits, financial reporting, and operational processes.
- Good leadership, communication, and problem-solving skills.
- Ability to multitask and work independently in a fast-paced environment.

#LI-JACMY

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会社説明