



PR/160728 | Finance and Administration Executive (with global technical distributor in Penang)

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

1599409

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

2026年06月26日 11:15

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

ビジネス会話レベル

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

The Finance & Administration Executive is responsible for supporting the financial operations, statutory compliance, payroll administration, office administration, and business support functions of the company in Malaysia. This role serves as a key operational support position to ensure business continuity, regulatory compliance, accurate financial reporting, and efficient day-to-day administration of the Malaysia entity.

Responsibilities

- Maintain a full set of accounts and supporting schedules
- Ensure timely and accurate monthly, quarterly, and year-end financial closings
- Prepare financial reports and management reporting packages.
- Perform balance sheet reconciliations and variance analysis

- Support budgeting and forecasting activities.
- Ensure compliance with Malaysian statutory and regulatory requirements.
- Coordinate tax filings, SST requirements (where applicable), withholding tax matters, and e-Invoicing compliance.
- Liaise with external tax agents, auditors, and company secretary.
- Ensure timely submission of statutory reports and maintenance of corporate records.
- Coordinate annual statutory audits and financial audits
- Perform three-way matching of Purchase Orders, Goods Receipts, and Supplier Invoices.
- Coordinate payroll processing and payroll-related reconciliations.
- Administer employee benefits and statutory contributions including EPF, SOCSO, EIS, and PCB.
- Support day-to-day office administration and facility management.
- Coordinate service providers, office vendors, and corporate documentation.
- Support travel arrangements, meeting coordination, and administrative requirements.
- Maintain company records, licenses, insurance policies, and compliance documentation.

Requirements

- At least 5 years of working experience in accounting and administration, preferably in trading and distribution industry
- Capable to handle fullset accounts. Experience in payroll is an added advantage

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会社説明