

# VACANCY NOTICE

REF: C15072024

<b>POSITION</b>	<b>ASSISTANT MANAGER, FINANCE &amp; ACCOUNTS</b>
<b>LOCATION</b>	<b>KUALA LUMPUR</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>Full Time</b>
<b>REPORT</b>	<b>Financial Controller</b>

## JOB SUMMARY

To assist financial controller with administrative tasks, including preparation of management reports, budgets and monitoring of operations.

### Key Activities:

1. Responsible for operational job functions, such as:
  - Supervising accounts receivable section, including collections and reporting on debtors aging balances
  - Ensuring cash balances records at end of day tallies to cash count.
  - Supervising general ledger accounting and timely closing of accounts
  - Preparation of management reports and analysis
  - Assist in the preparation and monitoring of budgets
  - Coordinate internal and external audits
  - Assist in the preparation of forecasts and projections for presentation to the management
2. Assisting the Financial Controller to review, develop, implement and maintain standard operating procedures, internal controls and related reports.
3. Provide/generate data required by management for decision making purposes.
4. Perform ad hoc projects for the Finance and Accounts Department

## JOB REQUIREMENTS

- Minimum Bachelor Degree in Accounting, Business or Finance or equivalent professional qualification;
- At least 5 years of working experience in the related field.
- Strong discipline and attention to details
- Strong analytical and problem-solving skills
- Proficient in Microsoft Office applications and accounting system