

# **BUSINESS MANAGEMENT DIVISION**

## **ACCOUNTING & FINANCE**

### **Responsibilities:**

- Able to manage full set of company account.
- Provide support in account administrations, such as financing matters, claims and invoicing.
- Assist immediate superior in preparing management and financial accounts & ensure timely submission.
- Managing day to day accounting operations, monthly account closing, preparation of cheques, remittances, bank reconciliations, intercompany balances & other related functions.
- Ensure accuracy of monthly, quarterly and yearly closing.
- Liaise with auditors and tax agents.
- Perform any other duties as assigned by the Management from time to time.

### **Requirements:**

- Possess at least Bachelor's Degree, Post Graduate Diploma, Professional Degree in Finance/ Accountancy or equivalent.
- Minimum 2 years accounting / book keeping experience for Executive, and 4 years same experience for Senior Executive.
- Possess good accounting, analytical and communication skill.
- Independent and able to meet deadline.
- Able to devote close attention to details with accuracy and zero-error.
- Demonstrate initiative and work closely with team members and colleagues to solve issues.