

## Finance Executive

### JOB DESCRIPTION

- a. To handle full spectrum of accounting functions of the Group of Companies to ensure the accounts are promptly updated and compliance with statutory requirements.
- b. Proper management of daily cash position, general banking activities with banks, inter-company advances, etc.
- c. Prompt verification and submission of documents, payment vouchers, invoices, etc.
- d. Ensure that all periodic reports are promptly done and properly submitted to the relevant authority(ies) and properly filed.
- e. Liaise with relevant external parties, including auditors, tax consultants, legal advisors, bankers, government authorities, suppliers, etc.
- f. Review, recommend and implement internal controls and ensure compliance with current accounting practices & principles; and
- g. To carry out other ad hoc duties as may be instructed or delegated by senior management from time to time.
- h. Your job designation may be changed from time to time according to the discretion of the management.

### JOB REQUIREMENT

- Possess at least a LCCI/Diploma in Accounting/Finance or equivalent. Those without the necessary qualifications but with necessary working experience will be considered.
- Computer literate (MS office software) with good knowledge especially in MS Excel.
- Well verse in MYOB Accounting Software or equivalent is an added advantage.
- Fresh graduates are welcome to apply.
- Independent, mature, resourceful and meticulous.
- Proactive, willing to take up challenges and able to work under pressure to meet reporting deadlines.
- Good interpersonal and analytical skills.