

Job Opportunity: Senior Accounts Executive (Shared Services)

JOBS DESCRIPTION:

- Prepare monthly management accounts (Income statement, Balance Sheet, Cash Flow) and ensure proper recording of accounting records in compliance with company's policies, approved accounting standards and related statutory tax requirements on timely basis.
- Assist manager to review the preparation of the monthly management account (by other accounting staffs) to ensure the financial records are maintained in compliance with approved accounting standards, company policies and procedures on timely basis.
- Responsible and coordinate day-to-day financial activities to ensure compliance of finance related SOP eg: billing, collection, employee claim, payment, fund transfer etc and ensure all documents received are checked, validated and matched accordingly and maintain proper filing of documents
- Keep track of project cost and report project cost status on monthly basis.
- Prepare monthly management report and variance analysis actual against the budget, highlight areas of concern to management.
- Prepare annual budget
- Monitor bank balance / cash flow position and fund placement, prepare cash flow projection from time to time
- Support in audit, tax, company secretary and banking matters and liaise with relevant parties
- Review the internal processes and procedures and provides recommendations to HOD to improve efficiency and effectiveness
- Undertake ad-hoc assignments when required by the management

REQUIREMENTS AND QUALIFICATIONS:

- Possess Degree or at least Advance Diploma in Accounting or equivalent
- At least 5-6 years of accounting experience, must have experience handling full set of account.
- Knowledge in AutoCount or Xero and Excel is essential
- Working experience in a Finance shared services environment will be added advantage
- Required language(s): English, Bahasa. Mandarin speaker will be added advantage.
- Attention to details even under pressure
- Strong client-facing and teamwork skills