

EXECUTIVE, FINANCE

JOB RESPONSIBILITIES:

- To provide full support for monthly closing of accounts and preparation of Management Reports
- To handle specific miscellaneous official receipts, preparations of credit cards schedule, AR movement and raising journal vouchers for monthly accounts closing.
- To provide support in update and review of Feasibility Study
- To provide support for the preparation of Audited Financial Statement.
- To provide support on Tax and Accounts Compliance.
- To perform any other duties as assigned by management from time to time

JOB REQUIREMENT:

- Candidate must possess at least Professional certificate or Degree in Accounting Finance or equivalent and preferable with minimum 2 to 3 year of relevant working experience preferably in property development industry.
- Good written and verbal communication skills (English is a must).
- Proficient in MS Office applications.
- High level of integrity, initiative, result oriented and able to work under pressure
- Meticulous and attentive to details is necessary.
- Able to communicate effectively with all level of personnel.