

Job Description

JOB TITLE	Accounts Executive / Senior Accounts Executive
DEPARTMENT	Accounts
REPORT TO	Assistant General Manager Finance
JOB FUNCTIONS	<ul style="list-style-type: none"> - Monitor the Finance & Accounts Operation and close the Management Accounts with analysis before the deadlines. - Monitor and check processes to ensure internal control is well in placed and effective and take corrective action as necessary. - Liaise with internal and external parties i.e auditor, tax agents, suppliers and customers. - Perform ad hoc tasks as assigned from time to time.
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> - Bachelor degree / Post Graduate Diploma in Finance / Accountancy or equivalent. - Experience in manufacturing environment is preferable. - Familiar with taxation and MFRS. - Able to work independently with minimum supervision.