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Job Position : Finance Officer

Reporting To : Finance Executive

Overall Description of Job :

- Handle full set of accounts & responsible for closing and preparation of monthly financial accounting reports.
- Monitor costing and inventory exposures to ensure that financial statement are accurate.
- Involve in Physical Inventory and administration of Stock Adjustment/ Special Request
- Update and report on debtors/creditors aging.
- Perform verification of payments and liaise with local or foreign vendors invoices inquire.
- Perform monthly reconciliations with completeness and ensure accuracy of recording expenditures.
- Fixed asset listing and updates
- Carry out ad-hoc corporate assignment as may be required from time to time.

Responsibilities & Duties : • Same as above.

Authority :

JOB SPECIFICATION :

Age range (desired) : 20 – 45 yrs old

Gender preference (desired) : Female

Minimum core qualifications : Professional certificate, Diploma / Higher Diploma in Finance / Accountancy.

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- Added related knowledge/Qualifications (desired) :

- Types of core skills (Adv/Skilled/Semi-skilled etc) : Able to handle full set or partial of accounting.

- Additional skills (desired) :

- Relevant work experience & Exposure (core) :
 - At least 2 years of working experience in the related field
 - Experience in manufacturing environment will be an advantage and strong knowledge in ERP.

- Type of leadership traits (*core/desired) :

- Personality profile (desired) : Mature, patient, good interpersonal and communication skills.

- Computer literacy (desired) : Computer literate and proficient in MS Office softwares

- Language proficiency (desired) : Good command of spoken and written English and Bahasa Malaysia

- Any other requirements (desired) : Able to handle multi-tasking with speed, accuracy and completeness.

- Approved By :

- Date :

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