



JOB VACANCY

ASSISTANT FINANCE & ACCOUNT (FAC)

JOB SUMMARY:

This role is to perform a variety of essential finance and accounting duties to support the financial operations of the organization. Responsibilities may include processing invoices, reconciling accounts, assist in preparing financial reports, assisting with budgeting and forecasting, and ensuring compliance with financial regulations and policies.

JOB SCOPE:

- To prepare invoices for Project Units (APIT, HIM, CMS, and TDS).
- To update the Trade Account Receivables Aging, Account Receivables Per Activities Report (TAR), and collection list report.
- To reconcile of accrual salary, debtors, and creditors by matching and validating balances in the general ledger.
- To prepare of SST-02 (SST statement) for submission of sales and services tax once every two months.
- To stamp PAID status on paid invoices and supporting documents and update finance files as valuable documentary evidence of the transactions.
- To update depreciation of plant, property and equipment and intangible assets.
- To organize and manage office stationery.
- To issue reminders to all Heads of Units (HOU) regarding uncollected invoices to minimize accounts receivable gap.
- To perform any other responsibilities and duties as and when required by superior.

REQUIREMENT:

- Candidates must possess at least Diploma in Accounting, Finance, or any other related disciplines.
- At least one (1) year practical experience in finance or accounting, either through previous employment, or internships.
- **Accounting Principle:** Comprehensive understanding of the accounting principle, standard and procedures to enable application in daily tasks.
- **Accounting Software:** Familiarity with accounting software such Oracle ERP, SAP ERP, QuickBooks, Xero, Sage, SQL, FreshBook or any is commonly used in Malaysia.
- **Spreadsheets:** Able to use spreadsheets (e.g., Microsoft Excel) for basic accounting tasks.
- **Calculation:** Proficiency in basic math is essential for performing calculations and reconciling financial data accurately.
- **Financial Reporting:** The ability to handle full set of accounts is a fundamental.
- **Confidentiality:** Demonstrates a high degree of confidentiality and integrity, matured, team player, target-driven, and able to work with minimum supervision

Note:

- This vacancy must be applied through the Job Online System at <https://digital.perak.my/>