

## **Executive – Financial Accounting**

### **A: SCOPE OF RESPONSIBILITIES**

To assist in the preparation of MSS/MGB management accounts on a timely basis which is in accordance with the Company's accounting policies and in compliance with the requirement of the relevant authorities (ie: Inland Revenue Board, Suruhanjaya Syarikat Malaysia, Bursa Malaysia)

### **B: REPRESENTATIVE ACTIVITIES**

1. Responsible for timely closing of General Ledger.
2. Prepare and post Journal Vouchers (JV) relating to non-AP expenditures (loan, insurance, interest etc) to correct account codes and cost centers in SAP.
3. Responsible for preparation of relevant schedules in the management accounts.
4. Prepare draft results to CEO/COO.
5. Responsible for government reporting such as Statistic Department and MDEC reports.
6. Prepare schedules for submission of annual tax returns and for audit purposes.
7. Prepare financial covenant workings for submission to bank.
8. Responsible for GST compilation and submission.

### **C: REQUIREMENTS (Education, Experience, Skills, Attributes / Behaviors, Others)**

- Degree in related field or partially qualified professional (ACCA, CIMA, MICPA) with relevant experience.
- At least 3 years working experience in MNC accounting environment and adequately exposed to major accounting functions (AR,AP,FA,GL, etc.).
- 1 or 2 years of audit experience would be added advantage.
- Familiar with SAP accounting software and Microsoft Office Applications.
- Good interpersonal skills, team player, conscientious and demonstrates commitment to achieve deadlines.