

Denomination of the position	:	Financial Services Executive
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DUTIES & RESPONSIBILITIES

MAIN TASKS

- Plan and process clients' payroll in timely manner. This includes attending to clients' payroll related queries.
- Prepare documents and payment for clients' staff disbursement and statutory payment.
- Processing of clients' accounting entries and prepare account receivable from clients.
- Raise invoices, prepare payment vouchers and process payments.
- Perform AR, AP and GL entries.
- Update bank balance – daily source and remittance advice – and exchange rate daily.
- Perform bank reconciliation.
- Enhance internal control systems and proper adherence to SST rulings and procedures.
- Sharing results and challenges within the framework of professional interchange and exchange on projects/initiatives proactively.
- Committing to our values, our vision and our main principles.
- Further tasks as assigned by the employer.

COMPLIANCE WITH THE FILING REGULATIONS AND THE CORPORATE IDENTITY

- Ensure proper and transparent filing of all documents and files in accordance with internal guidelines.

ADMINISTRATION

- Attention is paid to compliance requirements at all times.
- Attention is paid to administrative and financial obligations and to the respective guidelines.
- Close cooperation with all MGCC departments is required.

REQUIREMENTS

- Bachelor or higher degree in accounting, finance or a related field (or equivalent experience).
- Work experience in the field of accounting functions or finance roles is preferable.
- Knowledge of accounting software is an advantage.
- Fluency in spoken and written business English.
- High level of accuracy and attention to detail in financial reporting are essential.
- Working independently will be required to achieve results. However, work in an international team will also be essential to achieve important deadlines and successfully execute tasks.
- The post holder must be able to take the initiative to solve problems within the scope of his/her role.

Please send us your CV and duration of internship via email to hr@malaysia.ahk.de

Only shortlisted applicants will be notified