

Denomination of the position	:	Accounts Executive
Direct superior	:	Head of Finance

DUTIES & RESPONSIBILITIES

To support our team for Finance, who will be responsible for ensuring documents prepared and received are in compliance with legal, MGCC Finance Handbook & DIHK requirements

- Manage full sets of accounts for MGCC and assigned clients, ensuring records are accurate and complete.
- Handle monthly account closing, prepare financial statements, reconciliations, and supporting schedules.
- Prepare and submit SST and WHT filings and support annual audits by preparing the required documents and schedules.
- Manage clients' cash flow and banking activities, including bank reconciliations, payment scheduling, and monitoring balances.
- Process monthly payroll, including salary calculations and statutory contributions such as EPF, SOCSO, EIS and PCB/MTD.
- Prepare and submit Form EA and Form E, as well as handle statutory registrations and de-registrations.
- Respond to clients' accounting, payroll, tax and statutory queries, and assist with audit and tax-related requests.
- Support clients during financial and MIDA audits, working with auditors, tax agents and clients to resolve issues.
- Manage accounts receivable, including issuing statements, following up on outstanding payments, and escalating overdue or disputed accounts.
- Review work prepared by junior staff or trainees when required and provide guidance.
- Work collaboratively with colleagues and clients, contribute to projects and initiatives, and support cross-selling of MGCC services.
- Take on other duties assigned by the employer

REQUIREMENTS

We are looking for a meticulous, proactive and committed individual with strong attention to detail, who works independently and thrives in a multicultural environment. The job requires:

- Diploma/Degree in Accounting, Finance or related field; LCCI, CAT, ACCA or equivalent.
- 2 - 3 years of relevant accounting/finance experience; outsourced/shared-services experience is an advantage.
- Good knowledge of Malaysian accounting, tax and statutory requirements.
- Proficient in accounting software and Microsoft Excel.
- Strong attention to detail, analytical and problem-solving skills.
- Good command of English; Bahasa Malaysia, Mandarin or German is an advantage.
- Able to work independently and collaboratively in an international environment.
- Able to guide and support junior team members.
- Familiarity with Agile/Scrum/Kanban and digital tools is an advantage.
- AI knowledge and practical experience is an added advantage.

Please send us your cover letter, CV, salary expectations and notice period via email to hr@malaysia.ahk.de
Only shortlisted applicants will be notified