



Job responsibilities

- Accounts receivable – Work closely with Key Account Managers on managing the accounts receivable of international customers. Tasks include timely collection of due invoices, accurate recording of accounts receivable related transactions, monitoring of aging accounts receivable, reconciliation to control account in general ledger & cash forecast for cash flow planning purpose
- Credit control – Assess, maintain and monitor credit granted to the customers and ensure that exposure is within the approved credit limit.
- Financial accounting and reporting – Ensures compliance with Group accounting policy and local regulations and delivers accurate and timely financial data and reports in order to fulfill all internal and external requirements. Liaise closely with external auditors on annual statutory audit to facilitate smooth and timely completion of the audit.
- Sales reporting and analysis – Timely reconciliation and analysis of sales by categories for monthly and yearly reporting purpose
- Budget & forecasting – Support during the annual Budget and quarterly forecast process
- Governmental reporting on cash receipts and payment – Quarterly reporting to Central Bank
- Any other tasks to be assigned by the Financial Controller

Job requirements

- Diploma in Accounting or finalist in Professional Accounting qualification (MICPA/ACCA)
- Minimum 3 years working experience in manufacturing environment in international companies, preferably in electronic industry
- Knowledge on ERP system. Familiarity with InforLN ERP system will be an added advantage
- Proficiency in English, possesses strong analytical skills, interpersonal and communication skills to work effectively across functions and organization
- Team player with mature personality, meticulous and ability to work independently with minimum supervision to deliver results under stress and deadline

Contact

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