

SUSHI KIN SDN BHD

ASSISTANT FINANCE MANAGER

Selangor - Subang Jaya

Responsibilities:

- To prepare financial feasibility study.
- Handle GL function and full set of accounts.
- To prepare monthly financial reports, management report, cash-flow, forecasts and budget.
- Handle all aspects of daily accounting functions, ensuring proper maintenance of accounting records in a timely manner.
- Assist in preparation of audit and tax schedules and responding to queries.
- Supervise staffs in accounting functions.
- Liaise with auditors and tax agent.

Requirements:

- Minimum Bachelor degree in Accounting / Professional Qualification or equivalent.
- Possess good inter-personal and communication skills.
- At least 5 years relevant experience.
- Strong initiative and able to work independently with minimum supervision.
- Excellent analytical, organizational, interpersonal, communication and writing skills in English.
- Proficient in Microsoft Office Application.