

Accounts and Finance Executive

- ✓ **Friendly and team based work environment.**
- ✓ **Excellent benefits and attractive remuneration package.**
- ✓ **Career advancement opportunity.**

Responsibilities:

- Handle and monitor full sets of accounts of the company which includes updating and verification ledger, bank reconciliations, accounts payable, account receivable, month end closing, statutory report...etc with on time cut off date.
- Prepare monthly cash flow report and responsible in cash flow and forecast.
- Monitor and manage trade credit financing activities.
- Ensure timely credit collection from customer and timely payment to suppliers.
- Maintain fix assets register with proper record.
- Prepare monthly management account together with the financial analysis.
- Prepare audit and tax schedules and support in the audit and tax processes.
- Prepare and coordinate consolidate account of the company.
- Prepare yearly budget and closely monitor the approved budget plan accordingly.
- Maintain well organized and thorough financial reporting records and ensure all the accounting is perform within the company policies and procedures.
- Liaise and maintain good relationship with bankers and auditors.
- Other duties as and when requested by the company.

Requirements:

- Must possess at least a recognized accounting, finance, banking diploma or degree or professional qualification.
- Minimum 3 years of working experience in the related field, prefer in manufacturing environment.
- Able to communicate and write in English, Mandarin and Bahasa Malaysia.
- Computer literate with good knowledge in Microsoft office application and accounting system i.e. UBS...etc.
- Able to work independently with minimum supervision.
- Excellent interpersonal, communication and analytical skills.
- Willing to travel to overseas.

Company Overview

Knit Textile Mfg Sdn Bhd is an established manufacturer of knitted garment for international well known brands. The Headquarter was located at Batu Pahat, Johor with employed more than 2000 staffs and workers in Malaysia and Cambodia. In line with our aggressive expansion plan, we are seeking for new talents to come on board as part of our family.

Why Join Us

We provide attractive compensation and benefit package, subjected to employees' grading, levels, qualification and experiences. Besides, the staffs also have the opportunity to explore to different countries according to the job requirement and company rapidly expansion plan. Care and investment in staff personal development and career advancement is significant goal in our organization. Growth, harmonies and team based work environment is our proud. We are looking for passionate, highly distinctive individuals with a long term potential who are willing to begin a challenging journey to become part of the next generation of Knit Textile. Join us now!