

ACCOUNTS ASSISTANT

Job Description

- To check all expenses and claims against supporting documents, i.e. all claims must be substantiated with original receipts, time table, invoice and any relevant supported documents before passing on to the accounts section for approval.
- To prepare payment vouchers and cheques for staff claims and creditors. Ensure all payments are up to date.
- To coordinates annual internal/external audit and Inland Revenue submission.
- To assist in the overall accounting functions that includes preparation of financial statements, financial planning & analysis, budgeting, cash flow and management accounts.
- To assist in the efficient day-to-day operation of the overall accounting & financial functions.
- To ensure monthly financial, management accounts and operating reports are prepared in a timely manner.
- To attend to any ad-hoc tasks / analysis requested by the management from time to time.
- To file all bills, invoices, and claims with all supporting documents accordingly.
- To perform miscellaneous job-related duties as assigned by your immediate superior.

Job Requirements

- Candidate must possess at least a Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, Bachelor Degree, Post Graduate Diploma, Professional Degree, Finance/Accountancy/Banking or equivalent.
- Able to work under pressure and meet tight deadlines.
- At least 2 years of working experience in the related field is required for this position.
- A team player, cooperative, responsible, proactive and with good attitude.