

ACCOUNTS MANAGER

Job Description

- To achieve accounting operational objectives by contributing accounting information and recommendations to strategic plans and review, preparing and completing action plans, resolving problems, completing audits, identifying trends, determining system improvements and implementing change.
- To meet accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analysing variances, initiating corrective actions.
- To liaise with external parties such as bankers, auditors and tax agents, company secretary to ensure the smooth financial year closing, filing of audit accounts to SSM and other statutory bodies.
- To prepare budget for the operation of the kitchen and monthly financial performance report on timely manner and as requested by the Management.
- To confirm financial status by monitoring revenue and expenses, coordinating the collection, consolidation and evaluation of financial data and preparing special reports.
- To maintain accounting controls by establishing a chart of accounts, defining accounting policies and procedures.
- To guide other departments by researching and interpreting accounting policy, applying observations and recommendations to operational issues.
- To maintain financial security by establishing internal controls.
- To avoid legal challenges by understanding current and proposed legislation, enforcing accounting regulations, and recommending new procedures.
- To protect organisation's value by keeping information confidential.
- To accomplish accounting and organisation mission by completing related results as needed.
- Any other tasks assigned by your immediate superior or the Management.

Job Requirements

- Candidate must possess at least a Bachelor Degree, Post Graduate Diploma, Professional Degree in Accounting, ACCA or equivalent.
- Candidate must be member of MIA.
- At least 5 years working experience.
- Able to work under tight deadlines.
- Required Skill(s): SQL Accounting Software, Ms Word, Excel