

JOIN OUR TEAM

ACCOUNT EXECUTIVE

Job Description :

- i. Preparing monthly financial reports such as profits and loss statements, cash flow statements, and balance sheets including consolidation reports.
- ii. Performing other accounting tasks such as record keeping, data entry and book keeping.
- iii. Responsible for monthly bank reconciliation, inter-company balances and current accounts with the branches.
- iv. Reviewing financial statements and reporting findings to management.
- v. Auditing financial statements and other documents to ensure compliance with generally accepted accounting principles.
- vi. Administer accounts receivable and accounts payable.
- vii. Assist in preparing budget and forecasts.
- viii. Assist with the preparation and coordination of the audit process.
- ix. Assist with implementing and maintaining internal financial controls and procedures.
- x. Perform other related duties as assigned.

Job Requirements :

- i. Candidates must possess at least a Degree in Accountancy or equivalent.
- ii. Preferably entry-level specialized in audit/taxation/accounting or equivalent.
- iii. Minimum of 3 to 5 years' experience in general ledger and reporting. Preferably involve in amalgamation and consolidation.
- iv. Computer literacy especially in Microsoft Office (Outlook, Excel, PowerPoint & Word) applications, preferably with UBS Software working knowledge.
- v. Good interpersonal skills and ability to work diligently with minimum supervision.
- vi. Attitude and mindset that is rigorous and meticulous, motivated and autonomous self-starter, organized and able to meet tight deadlines.
- vii. Highly adaptable and flexible to changes, people and procedures and able to work under pressure.
- viii. Based in Kuala Terengganu.

Kindly submit your latest CV to
hr@gpqs.com.my
before **25 February 2025**.

Wisma GPQ, Lot 4564, Desa MPKT,
Tingkat 3-5, Chendering,
21080 Kuala Terengganu,
Terengganu Darul Iman.