



We're Hiring

Join Our Team!

ASSISTANT FINANCE MANAGER

Skills & Requirements

- Diploma / Degree in Accountancy or in a relevant field.
- At least 5 - 10 years of working experience or managerial experience.
- Experience in handling cash flow management, payment vouchers and audit processes is preferred.
- Strong understanding of finance operations, internal controls and compliance.
- Strong analytical and decision-making skills.
- Able to work independently and in a team.
- Able to communicate well with the auditor, clients and colleagues.

What You'll Do

- Prepare monthly financial statements, including profit and loss accounts, budgets, cash flow reports, variance analysis, and commentary.
- Establish and maintain financial system controls and improve internal accounting procedures.
- Coordinate external audit processes and annual financial reporting.
- Maintain internal control systems for all accounting and financial systems, including computerised systems.
- Handle taxation planning and ensure timely submission of annual tax returns.
- Liaise with banks and financial institutions on financial matters.
- Perform any other duties assigned by management from time to time.

Send Your CV and Cover Letter To Email :

 tempered@gpglass.com

 03-3122 6115

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