

Finance Executive

Job Description

Job Purpose:

- He/She supports the Finance department in carrying out the responsibilities of the department
- He/She is involved in work specific to receivables, payables, data compilation, or other accounting tasks
- He/She may work with accruals, fixed assets accounting, or the monthly and yearly finalisation of accounts for audit purposes
- He/She may assist with the preparation of trial balance, basic financial statements, and accounting schedules
- He/She may be involved in ad-hoc finance-related projects and systems testing when necessary

Duties and Responsibilities:

- Record and process all business transactions in the accounting system on a timely basis
- Record transactions and events relating to collections, sales, purchases, receivables, payables, and cash
- Record transactions and events relating to inventory, accruals, prepayments, finance costs, and capital expenditure
- Maintain proper documentation of all transactions
- Process payroll transactions into the accounting system
- Maintain a reasonable level of accuracy in data entries and journaling
- Assign account codes to transactions
- Perform month-end closing activities
- Maintain accurate financial records and statements
- Prepare accounting schedules and conduct monthly reconciliations
- Conduct simple data analysis and review
- Prepare monthly financial reports
- Any other ad-hoc projects

Requirements:

Education/Professional Qualification

- Diploma or equivalent with 3 years of relevant experience
- Fresh university graduates are welcome to apply

Preferred Skills/Experience

- Good written and verbal communication skills
- Strong attention to detail and ability to meet deadlines
- Proficient in Microsoft Excel, Word, and PowerPoint

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- Microsoft Dynamics 365 Business Central experience is preferred
- Good interpersonal skills and a team player

Language Requirements

- English and Mandarin (preferred)