

## Job Description

Country	:	Accounting Centre
Job title	:	Assistant Group Accounting Manager
Department	:	Finance
Supervisor	:	Group Accounting Manager

### Position Description:

Responsible for accounting, reporting and compliance aspects of the Group operations. Work closely with Regional Finance Managers and group companies' accounting teams to achieve job objectives.

### Qualification:

- Bachelor's degree in accounting with professional accounting qualification in ACCA / CPA or equivalent.
- Minimum 5 years of related working experience with 3 years of external / internal audit exposure (preferably with Big 4 audit firms).

### Knowledge, Skills and Abilities:

- Knowledge of accounting and tax principles.
- Strong knowledge and hands-on experience in preparation of consolidated financial statements.
- Ability to interpret accounting standards.
- Knowledge of accounting software systems.
- Microsoft Office skills.
- Must be proficient in written and spoken English. Ability to converse in Madarin, Cantonese & Malay will be an added advantage.
- Good planning and interpersonal skills.

### Other Requirements:

- Responsible, proactive, self-motivated, meticulous and committed to deliver.
- Hands-on working style.
- A pleasant personality who is comfortable working with a team with various backgrounds, cultures and personalities.
- Must be willing to work in Petaling Jaya.

### Job Responsibilities:

- Manage group monthly closing process to ensure reporting deadlines are met.
- Prepare monthly consolidated financial report for the Group, including intercompany elimination.
- Review monthly financial reports prepared by group companies.
- Perform intercompany reconciliations and settlements for the Group.
- Coordinate and review subsidiaries reporting packages for consolidation.
- Prepare statutory consolidated financial statements for the Group.
- Coordinate annual audit with auditors and group companies.
- Develop group accounting policies / standards and ensure efficient implementation.
- Develop and maintain standard reporting formats in coordination with management.
- Monitor group companies' compliance with accounting requirements.
- Provide guidance to accounting teams.
- Undertake ad-hoc tasks as required by superior from time to time.

Qualified candidates should email their resume to [lyee@wen-parker.com](mailto:lyee@wen-parker.com).