

Senior Associate, Finance

Responsibilities:

- Consolidates and analyses statement of accounts and reporting.
- Prepares monthly account reconciliation.
- Supervises and reviews financial statements and accounting records, ensuring compliance with MNS, statutory and regulatory requirements.
- Performs monthly closing of accounts and ensures submission of reports within stipulated timeframe.
- Prepares documents for audit and assurance program within stipulated timeframe.
- Compiles information and documents for audit program in a timely manner.
- Process documents for payment and collection within stipulated timeframe.
- Compiles and verify the validity of information and supporting documents for payments.
- Conducts posting of daily cash transactions to journals, ledgers and other records.
- Handles bank related issues from time to time.
- Maintains files and documentation thoroughly and accurately, in accordance with Company's policy and accepted accounting practices.

Requirements:

- Bachelor's Degree in Accountancy/Finance/Professional qualifications (ACCA, CPA, MACPA etc).
- Possess minimum 5 years of relevant working experience in similar industry.
- Proficient in accounting software usage is an added advantage.
- Good inter-personal skills and working relationships with divisions/departments and stakeholders.
- Analytical, meticulous and able to deliver quality results within tight deadlines.
- Hard working, team oriented, bright, creative, cooperative and committed.
- Strong organisational skills and the ability to plan, monitor and evaluate within tight deadlines.