



**I. Company** : PJD Construction Sdn. Bhd.

**II. Division & Department:** Construction

**III. Designation** : Finance Manager

**IV. Job Descriptions/Job Responsibilities:**

- Supervise day to day accounting and finance function, ensuring the team accurately process suppliers' invoice, sub-contractors' certificates, employee expenses claim and petty cash claim to deliver monthly accounts on time
- Monitor and review accounting and related system reports for accuracy and completeness. Ensure accounting records and system are in compliance with company's policies and in accordance with accounting standards and statutory laws and regulations
- Prepare monthly financial statement / report and ensure timely submission of reports required by Management / operations with detailed analysis performed, where necessary
- Hands on experience in handling taxation and GST submissions. Ensure GST reports are accurate, timely and in accordance with GST Act 2014
- Involved in company forecast & budgeting per group requirement
- Competent in cost accounting and internal control and accounting systems implementation
- Liaise with auditors and tax agents, provide and prepare all documentation and schedule as necessary and support the completion of external audit and tax submission
- Perform any ad-hoc matters / assignment as and when required by superior or management

**V. Job Requirements:**

- Candidate must possess at least a Diploma, Advanced Diploma, Bachelor's Degree, Professional Degree, Master's Degree in Accountancy or equivalent.
- At least 8 year(s) of working experience in the related field is required for this position.
- Knowledge in IFCA Software will be an added advantage.
- Applicants must be willing to work in Faber Tower.
- Possess a positive attitude, able to work independently, strong analytical skill and ability to meet deadlines.
- Team player and good interpersonal skills.
- Dynamic and high sense of integrity.
- Full-Time position(s) available.

**VI. Work Location** : Faber Tower

**VII. HR Contact Details (HR Contact No., Address and E-mail):-**

Contact Name : Maddy / Jasbinder  
Telephone No. : 03-2162 1111 (ext. 223 / 204)  
E-mail : [recruitment.oskh@oskgroup.com](mailto:recruitment.oskh@oskgroup.com)  
Address : Level 17, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur

**VIII. Closing Date** : 30 November 2017