

Executive, Accounts (PR1MA Communications)

Responsibilities:

- Prepare monthly and annual financial statements to ensure accurate and timely reporting and compliance to regulations and accounting standards
- Coordinate annual budget timelines and deliverables with other divisions for timely and accurate consolidation into PR1MA Communications' annual budget
- Implement systems to improve the work processes and ensure controls and completeness of recording of transactions and compliance to approved accounting procedures and guidelines
- Coordinate with the tax agents for the yearly tax computation and submission in meeting the deadline
- Consistently monitor the actual expenditure against the budget at organisation wide level to minimize the variance
- Continuously monitor actual expenditure against budget and undertake appropriate control measures to ensure operations are conducted effectively and efficiently within approved budget

Requirements :

- Degree in Finance / Management / Accounting or equivalent.
- Professional qualification as a Chartered Certified Accountant e.g. ACCA, CIMA, MICPA and ICAEW.
- Minimum 3-5 years of relevant working experience / skills
- Strong written and verbal communication skills.
- Professional working attitude, team player and ability to meet deadlines.
- Good interpersonal, communication, analytical and report writing skills.