



## Job Description for Position: Accounts Executive

### Responsibilities:

- Responsible for all accounting and finance functions
- Responsible for on time billing and credit controls
- Responsible for accurate and timely financial and management reporting
- Maintaining company's fixed assets registered
- Perform variance analysis on budget vs actual
- Continuous management and support of budget and forecast activities
- Ensure compliance with accounting standards, statutory filing requirements and reporting in line with Company's policies and procedures
- Perform ad hoc assignment as and when require by Superior

### Requirements

- Candidate must possess at least Bachelor's Degree or equivalent qualification.
- Knowledge of consolidation/ education industry would be added advantage
- Able work independently with minimum supervision and strong interpersonal skills
- Possess strong analytical skills, meticulous and able work under pressure to meet deadlines
- A strong team player, well organised and has strong responsibilities and integrity
- Knowledge on Lead Six Sigma would be added advantage