

Senior Account & Finance Executive

Puchong, Selangor

Department	Reports to	Full Time / Part Time
Account & Finance	Account & Finance Manager	Full Time

Why this Role matters

The **Senior Account & Finance Executive** is responsible for overseeing the company's financial operations, ensuring accurate accounting, timely financial reporting, and compliance with regulatory standards. This role involves managing accounts payable and receivable, budgeting, cash flow monitoring, and supporting audits. The ideal candidate combines strong analytical skills with detailed knowledge of accounting principles and finance best practices, contributing to the company's financial health and strategic decision-making.

Where You'll Make an Impact - Key Responsibilities

- **Financial Reporting & Analysis** - Prepare monthly, quarterly, and annual financial statements and reports to support management decisions.
- **Accounts Payable & Receivable Management** - Oversee timely processing of invoices, payments, and collections to maintain healthy cash flow.
- **Budgeting & Forecasting** - Assist in the preparation of budgets and financial forecasts, monitoring variances and advising on corrective actions.
- **General Ledger Maintenance** - Ensure accurate and up-to-date posting of all financial transactions in the accounting system.
- **Tax Compliance & Filing** - Manage tax reporting and filing, ensuring compliance with local tax laws and regulations.
- **Audit Support** - Coordinate internal and external audits, providing required documentation and resolving audit queries.
- **Cash Flow Monitoring** - Monitor daily cash flow and banking transactions, managing liquidity to meet operational needs.
- **Cost Control & Expense Management** - Review and control company expenditures, identifying cost-saving opportunities.

- **Financial Policy & Procedure Implementation** - Develop and enforce financial policies and procedures to maintain internal controls and compliance.
- **Team Leadership & Development**-Mentor and support junior finance staff, fostering continuous improvement and professional growth.
- **Contract Review and Financial Risk Assessment** - Evaluate financial terms in contracts and agreements to minimize risks and ensure profitability.
- **Management of Fixed Assets** - Oversee recording, depreciation, and disposal of fixed assets in accordance with accounting standards.
- **Payroll Coordination** - Assist in processing payroll accurately and timely, ensuring compliance with statutory requirements.
- **Financial Systems Optimization** - Identify opportunities to improve financial processes and implement automation or system enhancements.
- **Stakeholder Communication** - Liaise with banks, auditors, tax authorities, and other external parties to maintain strong professional relationships.

Are You the One? Here's What We're Looking For

- Bachelor's Degree in Accounting, Finance, or related field (*Professional qualifications such as ACCA, CPA, CIMA, or equivalent are highly preferred.*)
- Minimum 3-5 years of relevant experience in accounting and finance roles, preferably within manufacturing or engineering industries.
- Strong knowledge of accounting principles, financial reporting, and regulatory compliance related to Malaysian laws and standards.
- Experience with manufacturing costing, inventory accounting, and project-based financial management.
- Proficiency in advanced MS Excel skills.
- Good understanding of tax regulations, GST/SST, and audit processes in the manufacturing context.
- Strong analytical, problem-solving, and organizational skills with attention to detail.
- Excellent communication and interpersonal skills to coordinate with cross-functional teams, vendors, and auditors.

- Ability to lead and mentor finance teams, fostering collaboration and professional growth.
- High level of integrity and confidentiality when handling sensitive financial information.

Why Us?

At **SRS Power Engineering Sdn Bhd**, we believe that great careers are built where innovation meets dedication. Since our founding in 2002, we have established ourselves as one of Malaysia's leading specialists in medium and low voltage switchgear solutions, delivering safe, reliable, and smart power distribution systems. Guided by our vision to be at the forefront of switchgear technology, we are committed to providing exceptional value through innovation, quality, and service excellence.

Joining our organization means becoming part of a professional and collaborative environment where individual contributions are valued and play a vital role in our collective achievements. If you are ready to contribute your skills to a company shaping the future of power distribution, we invite you to explore your career with us and help us power tomorrow.

We offer a competitive salary, a comprehensive benefits package, and the opportunity to work alongside a dedicated and experienced team. If you have a background in switchgear and related fields, we'd love to hear from you!