

Accounts Executive / Junior Executive (Based in Hicom-Glenmarie)

QES (ASIA-PACIFIC) SDN BHD

Finance & Accounts Department

Responsibilities: -

- Handle and maintain full sets of accounts.
- Liaise with auditors, tax agents, bankers and company secretary.
- Knowledge of trade finance would be an advantage.
- Perform daily accounting operations in accounts payable and receivable, credit control, creditors' payments and other related daily tasks.
- Ensure all financial reporting are done on a timely basis.
- Prepare monthly management report and tax schedule.
- Other duties as assigned from time to time by superior.

Requirements: -

- Candidate must possess at least a LCCI / Diploma / Degree in Accountancy or its equivalent.
- At least 2 – 5 years of working experience in the related field is required for this position.
- Must be computer literate and preferably with knowledge of Microsoft Office.
- Knowledge in FACT ERP.NG Accounting would be an added advantage.
- Trustworthy and able to work independently.

**Interested candidates, please submit your resume and application letter via
email: recruitment@qesnet.com**