

The SYNBONE-Group is an innovative & fast-growing company, in the field of surgical education, providing advanced anatomical models and simulators for education and surgical procedures. Our customers are representing medical device manufacturers, education institutes, universities, and hospitals in over 70 countries.

SYNBONE is looking for a highly professional Assistant Finance Specialist to handle our daily accounting/finance tasks, yet to make sure the financial data are being well updated and maintained.

Assistant Finance Specialist

Job Description

- Ensure all payments are made accurately and in compliance with internal controls and company policies.
- Accountable for completing assigned tasks within the Finance function.

Job Responsibilities

- Accounts Payables
 - Invoices booking, Purchase Order, Delivery Order, and invoice matching.
 - Processing payments, Petty Cash controls and Staff claims.
 - Filing and scanning of AP documents.
 - Maintenance of supplier agreements.
 - Intercompany services for accounts payables.
- Keep track of all payments and expenditures, including purchases, invoices, statements, etc.
- Perform monthly accounts closing, supplier reconciliation, purchase, and bank reconciliation.
- Prepare monthly freight and shipment analysis.
- Maintain proper filing system and documentation.
- Assist in Inventory and Fixed Asset Management, yearly audit and stocktake.
- Ad-hoc as requested by Superior whenever arises.

Job Requirements

- Minimum Diploma, Advanced/Higher/Graduate Diploma in Accounting / Finance, or any equivalent qualification.
- Preferably minimum 3 years of working experience in the field of Accounting / Finance.
- Experience in Account Payables, specialized in Manufacturing industry.
- Working knowledge of ERP / Business Central would be an added advantage.
- Able to work under pressure and meet dateline.
- Good communication and intercultural interacting skills, meticulous and team player.
- Languages: Excellent command of written and spoken English and Bahasa Malaysia, Mandarin beneficial.

Benefits & Others

- An interesting job in an exciting and innovative organization.
- Offers an excellent insurance coverage.
- Internal and/or external trainings for further development.
- Work in an international environment.
- Assured fair performance-based remuneration, based on the grade of work and responsibility.

Application

Please email your covering letter and CV to jaymes.pang@synbone.com.

For further information please do not hesitate to contact Mr. Jaymes Pang.

SYNBONE SDN BHD

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HR & Services Manager

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