

FINANCE SENIOR EXECUTIVE

CORONADE PROPERTIES Sdn. Bhd. the innovative developer of the exciting **CORONATION SQUARE**, an international class urban mixed development located within the prestigious **IBRAHIM INTERNATIONAL BUSINESS DISTRICT (IIBD) JOHOR BAHRU** is seeking people to be part of its successful venture. If you are a person who is COMMITTED, have GOOD ATTITUDE, the relevant TECHNICAL SKILL and COMMUNICATION SKILL both spoken and written, we have vacancies for the following position:-

Responsibilities:

- To perform day to day general administration and accounting matters.
- Responsible in handling full set accounts.
- Ensure all accounts are current and updated.
- Handle for project and monthly costing for budget control & budget forecast.
- Preparation and ensure timely submission of GST.
- Liaise with banker, auditor, tax agents and secretarial.
- To involve and support in company activities and events.
- Undertake ad-hoc function and related duties as and when necessary.

Requirements:

- Candidate must possess LCCI, Diploma / Degree in Accounting or equivalent.
- Required language(s): English, Bahasa Malaysia and Chinese
- Minimum 5 years' working experience in related field.
- Computer literate (Microsoft Excel & Word and accounting software).
- Strong analytical, interpersonal skills and problem-solving.
- Independent and able to work under pressure to meet timeline.
- Preferably experience in construction/property industry.
- Location in Kuala Lumpur, walking distance to LRT & Komuter station.
- Able to work independently.
- Able to travel within Malaysia and regionally when required.
- Priority to be given to those candidates who can start work immediately.

Interested candidates are invited to e-mail a detailed resume with their contact number, current and expected salary together with a passport-sized photograph (n.r) to hrdpt@coronade.net