



# TCR Group – Account Executive - RTR GL Reporting

The position will provide the hands-on Record to Report services, support and supervision to team members to achieve its goal as a regional support set up.

For this position, we are eager to find a highly motivated colleague, passionate about digital work environment and love to work with international contacts.

## WHERE YOU'LL CREATE THE MOST IMPACT

You will be supporting our business by being responsible for:

- Perform general accounting activities to ensure the integrity, accuracy, and completeness of accounting records.
- Manage activities across fixed asset, intercompany, journal entries etc. and ensure all month end activities are completed in accordance to company SLA and SOP.
- Maintain an up-to-date fixed assets register for business units, ensuring accurate calculation and recording of depreciation.
- Perform intercompany reconciliations and facilitate monthly confirmations.
- Manage the preparation of the monthly management reports including analysis of accounts, journal postings, balance sheet reconciliations and other month end processing.
- Responsible for preparation and analysis of Balance Sheet Accounts Reconciliation & Income Statement or P/L and provide insights on financial performance to support decision-making.
- Assist all company stakeholders, local finance team and business partners with any technical queries which may arise.
- Maintain accountabilities for all applicable internal controls related to RTR processes.

## THE IDEAL CANDIDATE

- Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, Post Graduate Diploma, Professional Degree of Accountancy/Finance/Business Admin/Economy or equivalent
- Computer literate with good knowledge in Microsoft Office applications
- Knowledge in SAP/ERP systems will be an advantage
- Strong interpersonal skills
- Patient, meticulous & organize
- Take initiative
- Flexible and adaptable in a changing environment
- Ability to speak, read and write in English and Malay

- Prior experience in the shared service industry will be an asset
- Must possess own transport