



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