

Finance Executive

Kuala Lumpur | August 2018

About Asian Geos

We are the specialist arm of [Java Offshore](#) dedicated to geotechnical site investigation and engineering services for marine infrastructures in Oil & Gas, Telecommunications and Power Sectors. Headquartered in Kuala Lumpur, we have been providing clients with geotechnical services to an array of industries around the world. Since 2003, we have completed projects locally in Southeast Asia as well as in Greater China, India, the Middle-East and Europe.

Java Offshore Group is on the lookout for highly skilled and innovative team players eager to share our vision in becoming the Offshore Contractor of Choice. To strengthen our growing team, we are looking for motivated individuals that come from a variety of backgrounds and disciplines, united by their desire to challenge and be challenged.

Tasks & Responsibilities

- Responsible for preparation of the full set of accounts, including journal entries, reconciliation and payroll.
- Perform hands-on accounting tasks such as updating, maintaining and monitoring the AR, AP accounts and issue invoices.
- Responsible for posting and process journal entries into accounts systems.
- Processing the balance sheets, income statements and other financial statements.
- Preparing the financial reports, budgets and cash flows of the Company.

Your Profile

- Minimum Degree in Accounting or equivalent professional qualification.
- 2 - 3 years of relevant working experience and able to handle a full set of accounts.
- Competent in Microsoft Suite, especially Excel.
- Proficient in written and spoken English and Bahasa Malaysia.
- Meticulous and detail orientated.
- Team player with good working attitude
- Good interpersonal skills able to communicate effectively with all levels.

How to Apply

Apply by sending an email with the subject line: "Finance Executive Applicant" to career@javaoffshore.com

Please include a cover letter and a detailed resume stating your personal particulars, qualifications, experiences, employment history, current and expected salary, attached with a recent passport-sized photograph.

Submit your application by 31th August 2018.

Please indicate the date of your earliest availability in your resume. Only short-listed candidates will be notified.