



<b>Department</b>	<i>ACCOUNTING</i>
<b>Job title</b>	<i>SENIOR EXECUTIVE, ACCOUNTING</i>
<b>Reports to</b>	<i>SENIOR MANAGER, ACCOUNTING</i>

### Job Overview

The Senior Accounting Executive will assist Senior Accounting Manager in the oversight and review of monthly Group Management Account. The Senior Accounting Executive will ensure all accounting entries are prepared according to relevant accounting principles.

### Duties and Responsibilities

1. To perform cross-check on the accounting entries posted by Accounts Executive / Accounting Officer / Person-In-Charge (PIC).
2. To review Group monthly Management Account and perform analysis with past year results to monitor trend.
3. To prepare and review Audit Analysis on Balance Sheet Items and Profit & Loss (e.g., breakdown of Prepayment; Accruals; details of purchases; sales breakdown and etc.).
4. To liaise with external auditors to resolve audit queries and update the Company on new accounting standards, where applicable.
5. To review double deduction cost breakdown prepared by Accounting Executives and Officers from Group Companies i.e., cost incurred for garment lab test, courier charges and sample sewn by Sample Room.
6. To prepare tax incentive working paper for tax agent to prepare tax computation.
7. To liaise with tax agent to provide information on the preparation of tax computation for each yearly assessment. To update and check with tax agent in relation to tax incentive schemes for tax savings.
8. To review Cambodia's Annual Tax on Profit (ToP) preparation, posting adjustment entries for ToP submission.
9. To prepare monthly and quarterly submission of various survey and statistics report to respective government department (e.g., National Wage Index Survey's quarterly submission to MOHR).
10. To prepare annual increment proposal and incentive proposal for Group Companies.
11. To prepare monthly staff payroll, including preparing journal entry to include government body contribution payments, print and distribute pay slip).
12. To prepare official letter (i.e., appointment letter; contract for services), update payroll system for new staff; staff promotions, increment or resignation.
13. To prepare monthly staff payroll listing for Malaysia and Cambodia.
14. To perform monthly check on headcount of workers and total wages paid, then reconcile bank credit listing to wages summary.
15. To ensure a safe working environment by adhering to health, safety and environmental procedures.
16. To ensure all relevant procedures and processes are followed and adhered to in line with the Company's standard protocol and requirements.



立德工业有限公司

**KNIT TEXTILES MFG. SDN. BHD.**

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17. To prioritise workload to meet Company, Department or project deadlines.
18. To perform other related responsibilities or ad hoc duties as required by superior.

#### **Academic Qualification**

At least Bachelor's Degree in Accounting or equivalent.

#### **Skills and Experiences Required**

1. 3 years' experience in related field.
2. Able to work under pressure.
3. Initiative and self-motivated.
4. Computer literate.
5. Able to communicate in Bahasa Malaysia.
6. Proficient in English and Mandarin.