

Accounts Assistant (AP/AR)

Job Responsibilities:

- Processing of vendor invoices within Fact System.
- Parking invoices, following up with vendors and staff on site to resolve outstanding issues.
- Preparation of changes to vendor master data.
- Preparation of Manual payments.
- Supplier statement reconciliation.
- Processing accounting receivables and incoming payments in compliance with financial policies and procedures.
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Preparing invoices and bank deposits.
- Ad Hoc / Other responsibilities:
 - Checking and processing of the Accounts Receivable/Payable inbox.
 - Holiday/sickness cover for other members of the Accounts Receivable/Payable team.
 - Support the Finance Team with any ad-hoc tasks.
 - Any other duties commensurate with the role.

Job Requirements:

- Candidate must possess at least a Diploma or Bachelor's Degree in Finance, Accounting or equivalent. Possess a professional certificate in ACCA / CIMA / CA / CPA.
- At least 2 year(s) of working experience in Finance or Accounting position.
- Experience working in public listed and telco industry would be an added advantage.
- Self-driven, pro-active, and highly analytical.
- Effective communication and interpersonal skills.
- Ability to work under pressure, multitask and independently.
- Computer literacy in Microsoft Office operating system.
- Able to demonstrate company values of integrity, collaborative, professionalism, customer centricity, forward thinking and mindfulness at all time.
- Good command of written and spoken English and Bahasa Malaysia.
- Applicants must be willing to work in Cyberjaya, Selangor.
- Able to start work immediately would be an added advantage.

Interested applicants are invited to submit a detailed resume stating qualification, expected salary, contact details, and recent passport-sized photograph (indicating the position applied for) to hr@allo.my. Only shortlisted candidates will be notified.

