



**EDUSPEC  
HOLDINGS BHD**  
The No.1 K12 IT Education Provider in Asia

## ACCOUNTS ASSISTANT / EXECUTIVE

### Responsibilities:

- Handle full set of accounts.
- Prepare monthly financial statements which include balance sheet schedules, verification of general ledgers, bank reconciliation, debtor and creditor reconciliation.
- Perform day to day function including preparation of payment voucher, invoicing and updating of accounts.
- Prepare month end financial reports and analysis in accurate and timely manner.
- Liaise with auditor, tax agents and other external.

### Requirements:

- Candidate must possess at least a Diploma, Advanced/ Higher/ Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Finance/ Accountancy/ Banking in ACCA, CPA, CIMA or equivalent.
- At least 1 year(s) working experience in the related field.
- Required language(s): Chinese, English, Bahasa Malaysia.
- Able to work under constant deadlines and independently.
- Computer literate and well verse in MS Excel and MS Word.
- Fresh graduate is encouraged to apply.
- Full Time position(s) available.

Interested applicants should email resume to [hr@eduspec.com.my](mailto:hr@eduspec.com.my) stating current and expected salaries and contact number.

You may visit us at [www.eduspec.com.my](http://www.eduspec.com.my) to get more details.

*Only shortlisted candidate will be notified.*

