



**TITLE: Senior Executive, Financial Reporting**  
**JOB LOCATION: Store Support Center, Kuala Lumpur**

**GENERAL RESPONSIBILITIES:**

This role is responsible for the management reporting. He or She ensures that all the month end close reporting schedules are prepared accurately and on timely manner. Ensure controls related to the month end close, such as sub-modules close and related reconciliations are performed in accordance with the published month end closing calendar.

**Financial Reporting**

**Month end closing activities**

- Coordinate and ensure that all month end schedules are prepared in accordance to the prescribed checklist.
- Prepare income tax and deferred tax computation on a monthly basis.

**Noted to the balance sheet and review**

- Prepare all notes to the balance sheet (notes pack and disclosure pack) on a monthly basis.
- Ensure that any discrepancies and/or errors are identifies with remedial/rectification action and resolutions before review.

**Analysis and reporting**

- Ensure that monthly reporting deliverables are accurately prepared and analyzed, and submitted to Manager in accordance to the prescribed checklist.
- Ensure that all matters related to year end statutory audit and tax filings are attended to in a timely manner and in compliance with regulatory requirements.
- Assist the preparation of information for quarterly reporting to Bursa.

**Others**

- Respond promptly to incoming queries from stakeholders and take actions to resolve.
- Create a positive working culture within the Reporting team that encourages open communication, continuous learning and improvement and mutual respect.
- Ad-hoc reporting requirements for Manager.



**Internal Control, Policies and Procedures**

- Participate in continuous improvement projects to implement optimal processes supported by technology.
- Work with the Account Payable, Payment General Ledger and Treasury teams to ensure that new finance processes are effectively implemented.

**QUALIFICATION AND EXPERIENCE:**

- At least 4-5 years of working experience in related field is required for this position.
- Audit experience is added advantage.
- Candidate must possess at least a Degree in Accountancy/Professional Qualification (ACCA/CIMA/CPA) or equivalent.
- Knowledge in SAP.
- Strong communication and analytical skills with attention to detail.
- Ability to effectively prioritize and execute tasks in a fast past and rapidly changing environment.
- Self-starter who is motivated, flexible and work well in a team environment.
- Ability to work under pressure, tight deadlines and minimal supervision.