

RECRUITMENT

Music Rights Malaysia Berhad (“MRM”) is a national one-stop joint venture licensing company, established by existing music licensing bodies with the endorsement of the Malaysian Government to provide fair and effective centralized copyright licensing convenience to music rights holders (songwriters, music publishers, recording companies, recording artistes & recording musicians) and commercial music users alike.

We are looking for a dynamic individual with credentials and vision to fill in the following position:

Senior Finance Executive

A) Responsibilities include:

- Minimum Degree in Accountancy or equivalent
- Minimum 1 year of audit experience and 3 years of finance commercial experience
- Advance user of Microsoft Office (Especially Excel & PowerPoint)
- Knowledge and experience as a user of AccPac Accounting System & CRM System will be an added advantage
- Systems implementation experience or process improvement will be an added advantage
- Proficiency with numbers, budget and time management
- Able to work with minimal supervision and work together with team members
- Good analytical skills and attention to detail
- Great written and oral communication skills and have strong problem-solving skills
- Able to work with minimal supervision and work with team members
- Pleasant personality, honest, self-motivated, eager and willing to learn

B) Responsibility & Accountability:

- Perform daily accounting function such as AR, AP & GL
- Full set of accounts knowledge
- Ensure all accounting records are properly maintained
- Handling and writing cheques & managing petty cash transactions
- Liaise with external parties such as bankers, auditors & etc
- Process staff payroll, payroll report, statutory submission
- Verifying calculations working with the Accounts system & Prepare monthly balance
- Reconciling finance accounts and direct debits
- Responsible for processing payroll payments and statutory account
- Performing general duties to include but not limited to photocopying, faxing, mailing and filing
- Carry out ad-hock task duties and assignments as and when required

*Five-day work week *Salary based upon qualification & experience *Posses own transportation

Interested candidates are invited to e-mail their CVs including present and expected salaries and recent passport-sized photograph to hr@mrm.my on or before **30 April 2019**. Only shortlisted candidates will be notified.