

## Job Description for Finance Assistant Admin

<b>Job profile</b>	<ul style="list-style-type: none"> <li>We are looking for a finance assistant admin to support our financial bookkeeping. The responsibilities of a finance assistant include processing payments, updating financial records, and managing invoices.</li> <li>To be successful as a finance assistant admin, you should have strong knowledge of bookkeeping and accounting principles, good organizational skills, and working knowledge of accounting software. Ultimately, a top-notch finance assistant should have integrity, excellent mathematical skills, and an understanding of data privacy standards.</li> <li>A finance assistant admin provides assistance in maintaining financial records. Finance assistants are responsible for updating financial spreadsheets, drafting spreadsheets, and reviewing and reconciling bank statements.</li> </ul>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Processing and preparing financial statements.</li> <li>Overseeing client accounts.</li> <li>Creating, sending, and following up on invoices.</li> <li>Collecting and reviewing data for reports.</li> <li>Reviewing and performing audits on financial statements and reports.</li> <li>Reporting discrepancies.</li> <li>Preparing payments for employees.</li> <li>Suggesting improvements in accuracy, efficiency, and reducing costs.</li> </ul>
<b>Benefits</b>	<p><b>What do we provide to you for you to succeed?</b></p> <ul style="list-style-type: none"> <li>Basic salary of RM2,000 /month</li> <li>Attractive BONUS and incentive (Subject to Management)</li> <li>Formal Training to be provided on SOP</li> <li>Teambuilding activities with Local &amp; Oversea Company Trip (Subject to Company Performance)</li> </ul>
<b>Job task</b>	<p><b>You will play an important role in:-</b></p> <ul style="list-style-type: none"> <li>To process and prepare financial statements.</li> <li>To overseeing client accounts.</li> <li>To create, send, and follow up on invoices.</li> <li>To collect and review data for reports.</li> <li>To review and perform audits on financial statements and reports.</li> <li>To report discrepancies.</li> <li>To prepare payments for suppliers or agencies.</li> <li>To suggest improvements in accuracy, efficiency, and reducing costs.</li> </ul>
<b>Requirement</b>	<ul style="list-style-type: none"> <li>Candidate must possess at least a Diploma or Degree in accounting or finance.</li> <li>Excellent knowledge of MS Excel and accounting software.</li> <li>Strong knowledge of bookkeeping.</li> <li>Good organizational skills.</li> <li>Strong analytical skills.</li> <li>Detail-oriented.</li> <li>Excellent time management skills.</li> </ul>

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We redefine standards to better care about our customers, by creating innovative products and quality of service.

**SMART CORE VALUE:**

**ACCOUNTABLE** - being responsible to the team and customers

**XTRAORDINARY**- creating extraordinary results in sales with putting more care in others first.

**EFFECTIVE** - to create a system for more Social Media Influencer to build financial freedom

**Prepared By**

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**Human Resource,  
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