

Job Title	Location
Account Assistant	PEN

**Job Requirements:**

- ❖ Possess at least diploma/degree in accounting/professional certification in finance
- ❖ Minimum 1 year working experience
- ❖ Proficient in Excel
- ❖ Positive and with the Right Work Ethic
- ❖ Strong attention to detail and data accuracy

**Job Descriptions:**

- ❖ Responsible to ensure all invoices are verified through the proper finance process
- ❖ Ensure proper monthly closing & reports preparation
- ❖ Prepare monthly cash outflow forecast : for local & foreign currency payment
- ❖ Prepare bank guarantee request
- ❖ Prepare monthly balance sheet analysis
- ❖ Prepare monthly Profit & Loss account analysis for audit and tax requirement

**Additional Information**

- ✓ Medical benefit
- ✓ Annual leave
- ✓ Training & development
- ✓ Full-time employment