



BINA PURI GROUP OF COMPANIES

VACANCY NOTICE

Top Urgent!

We invite suitable qualified candidates for the following position :

Company : BINA PURI HOLDINGS BHD

Position / Level : **FINANCE MANAGER**

No. of Vacancy : 1

Requirements / Responsibilities :

- Possess a Degree in Finance / Accounts or other relevant professional qualification.
- Minimum of 3-5 years working experience relevant to his/her nature of job.
- Assist GCFO in liaise with bankers on matters related to drawdown/rollover/funds transfer of revolving credit, issuance/extension/cancellation of bank guarantee and letter of credit, letter of reference and other trade documents and other bank related matters.
- Monitoring the utilization of banking facilities.
- Preparing management reports for Management, Exco and Board of Directors Meeting.
- Review financial statements, ensure all relevant financial accounts and reports are produced and maintained on an accurate and timely manner.
- Cash Flow management.
- Submission of GST returns.
- Work closely with all departments on operational and accounting related matters.
- Liaise with the external & internal auditors for statutory audit & internal audit.
- Liaise with tax agent for submission of tax returns & other related tax matters.
- Monitoring the implementation of the system at departmental level, together with corrective, preventive and improvement measures.
- Promotion of Quality Risk thinking
- Any other duties as may be prescribed by the Management from time to time.

Those interested, please write in / contact HR Department.

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