

**ACCOUNTS & FINANCE EXECUTIVE**

We invite suitable candidate for the following position : -

Company : Bina Puri Holdings Bhd  
Position : Accounts & Finance Executive  
No. of Vacancy : 1

Requirements / Responsibilities :

- 1) Possess qualification in LCCI/Finance/Accountancy/ACCA or equivalent;
- 2) Minimum 3-5 years working experiences of accounting and finance in sector Construction, Property Development and other related fields;
- 3) To prepare and handle full sets of accounts and to generate relevant reports;
- 4) To prepare financial reports;
- 5) Liaise and negotiate with bankers regarding sourcing funds for financing, bank facilities and other finance/banking related matters;
- 6) Handle and liaise with tax agents and auditors for tax and audit matters;
- 7) Perform day-to-day accounting and financial operations;
- 8) Undertake any others ad-hoc accounting/finance assignment.
- 9) Preferred positive attitude, responsible and multitasking ability.

Those interested, please write in / contact HR Department.

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