

Job advertisement

Accountant (Fulltime)

Employer: Deutscher Schulverein Malaysia, Kuala Lumpur
Start of work: February 2024
Application deadline: 08.01.2024
Office location: Petaling Jaya / Mont Kiara

The German School Kuala Lumpur (DSKL) is a German school abroad under the roof of the German School Association Malaysia (DSM), where around 180 children and young people are taught according to German curricula from kindergarten to the Abitur.

We offer an employment as Accountant in a highly motivated team in a multicultural environment and a task with a wide range of organizational opportunities. Furthermore, we offer a 2-year contract with an appropriate salary scale.

Scope of work:

- Overseeing and managing all ongoing financial operations, including but not limited to payment processing, invoicing and cash flow management
- Managing company tax computations and liaising with external parties such as auditors, tax agents, company secretaries, bankers, lawyers, government authorities, and suppliers
- Preparing payroll and salary payments at due date as well as submitting all necessary forms with respect to employees' income tax, Employees' Provident Fund & SOCSO
- Ensuring compliance with local statutory and tax authorities, accounting standards, and relevant laws and acts governing the industry
- Performing and monitoring daily accounts operations and draft budget, budget adjustment, analysis between budget and actual comparison
- Preparing Profit & loss accounts, balance sheets, other financial computations as required on a monthly and annual basis
- Reporting directly to Administration Manager and undertaking any other duties and responsibilities as assigned by the Administration manager or school management from time to time

Applicant profile:

- Diploma in Accounting or minimum of 2 years of relevant working experience
- Familiar with Quickbooks system, or willing to learn
- High degree of accuracy and attention to details
- Highly responsible, reliable, trustworthy and able to work independently
- Strong phone, email and in-person communication skills
- Ability to handle sensitive and confidential information with discretion
- Possess pleasant personality; Enthusiastic and motivated during work.
- With good management skill and independent with minimal supervision.
- Initiative and proactive - to be able to assess and initiate things independently without needing other people to tell you what to do.
- Very good English language skills; German language skills are an advantage, but not a must

Please send your application including curriculum vitae, cover letter, job references and certificates to manager@dskl.edu.my, addressed to **Mrs Melanie Dehnert, Administration Manager**.