

# JOB OPPORTUNITY

## Junior Accountant

FOZL  福智霖

Type of Vacancy : Full Time

Preferred education level (s) : Degree

Preferred Major (s) : Business

### Organization details :

Company : FOZL Corporate Services (Malaysia) Sdn Bhd  
Website : <https://en.fozls.com/home-MYS.html>  
Address : Suite 1, Level 23, City Centre, Menara KOMTAR Johor Bahru,  
80000, MY

### Job Responsibility :

1. Mainly responsible for a portfolio of client accounts
2. Account Reporting - maintaining a full set of accounts, preparation of unaudited/audited financial statement for internal and company's clients.
3. Book-keeping - entry into accounting system: sales & purchase invoices, expenses, capital expenditure, staff claims and preparation of monthly bank reconciliation.
4. Handle customers' request and feedback.
5. Ensure timely and accurate submission for tax and XBRL filling for company's clients.
6. To execute a portfolio of accounting clients under guidance of senior staff.
7. High discipline in following company procedures and policies.
8. Any other ad-hoc duties and jobs assigned by superiors.

### Job Requirements and Qualifications :

1. Minimum Bachelor Degree in Finance/Accounting or Professional Accounting Qualification.
2. At least 2-3 years experience in accounting firm.
3. Candidates with audit background are also welcome to apply
4. Leadership ability with experience leading e-invoice project will be advantageous
5. Motivated and able to work independently or as a team in a fast-paced environment.
6. Proficiency in mandarin is vital for this role to deal with mandarin speaking counterparts.

### Benefits :

- ✓ Attractive remuneration and package will commensurate with experience and qualification.
- ✓ EPF & SOCSO
- ✓ Bonus & miscellaneous allowance (e.g. Overtime)
- ✓ Training will be provided

### Person-in-charge :

Name : Ms. Ng Yie Leen  
Contact No. : +65-8097 8624 / +6011-5557 9623 (both Whatsapp)  
Email : [hr06@fozl.sg](mailto:hr06@fozl.sg)

# **Singapore FOZL Group Pte Ltd**

## **Company Profile**

FOZL Corporate Services (Malaysia) Sdn Bhd

FOZL Group, an international accounting firm headquartered in Singapore, was officially established in 2011. Since then, we have expanded to Malaysia, China, and Germany, offering comprehensive global market solutions. Leveraging robust services ecosystems and networks in Southeast Asia, China and Europe. FOZL provides end-to-end services including market research, company establishment, strategic planning, sustainable development, and global expansion.

FOZL Corporate Services (Malaysia) Sdn Bhd (FOZL Malaysia) is a subsidiary of FOZL Group established in Malaysia, located in Menara Komtar, Johor Bahru.

## **Company Background**

In 2011, FOZL Group was officially established, an international accounting firm headquartered in Singapore. To date, we have regional operation centers in Malaysia, China and Germany, committed to providing comprehensive global market solutions for corporate clients. With its strong business ecosystem and network in Southeast Asia, China and Europe, FOZL can provide end-to-end and full-link one-stop enterprise services for global enterprises, assisting in their mutual development, whether it is market research, business establishment, strategic framework, or sustainable development and globalization layout. Subsidiaries of the group include a Private Client Services, Corporate Consulting, and Assurance PAC.

In 2018, FOZL Group became a service provider for Chinese companies relocating to Singapore and signed an agreement with China Radio International's International Online Global Entrepreneurship as their institutional partner.

From 2021 to 2022, FOZL Group participated in the Global Corporate Social Responsibility (CSR) Case Exhibition organized by CRI, China Media Group (CMG), and was successfully selected as one of the global CSR case exhibitors.

In 2024, Singapore FOZL Group became one of the recommended service providers of the , the Singapore government's e-services platform. GoBusiness was launched to simplify the operational processes of local SMEs and government departments, while also helping businesses better manage and protect their intellectual property. is the go-to platform for businesses in Singapore to access Government e-services and resources. Jointly developed by Ministry of Trade and Industry (MTI), the Smart Nation and Digital Government Office (SNDGO), and GovTech, it also offers personalised help and recommendations for your business with our e-Advisers.