

JOB OPPORTUNITY

Finance Executive



PHWORLD

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : PH World Property Sdn Bhd
Website : <https://phworldproperty.com.my> / Facebook: PH World Property
Address : HQ Office: No.19, Jalan Ah Siang, 80300 Johor Bahru, Johor

Job Responsibility :

- 1) Data Entry: Record invoices, claims, and expenses into the accounting system.
- 2) Payments: Process payments to suppliers and sub-contractors; verify Delivery Orders (DO).
- 3) Collections: Monitor customer payments and follow up on overdue debts.
- 4) Reporting: Help prepare bank reconciliations and month-end financial reports.
- 5) Filing: Maintain organized digital and physical records for audit readiness.

Job Requirements and Qualifications :

- 1) Degree or Diploma in Accounting, Finance, or equivalent.
- 2) Good with numbers and basic MS Excel.
- 3) Willing to learn, detail-oriented, and able to meet deadlines.

Benefits :

- ✓ On The Job Training will be provided
- ✓ Annual Leave
- ✓ Outpatient Medical Claim
- ✓ Hospitalization and Surgical Insurance
- ✓ Personal Accident Insurance
- ✓ Mileage Claim
- ✓ Dental Claim
- ✓ Optical Claim
- ✓ Sports and Wellness Activities

Person-in-charge :

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