

Malaysian Technology Development Corporation Sdn Bhd (**MTDC**) is Malaysia's leading Integrated Commercialisation Solutions Provider. As an integrated Commercialisation Solution Provider, MTDC's role is to help create, nurture and promote technology companies in strategic thrust areas.

If you are dynamic, self-motivated, dedicated and able to think outside the box, we want to invest in you for the following position:

Associate (Executive), Finance

Job Responsibilities

- Implements personal Key Performance Indicator's and ensure its attainment effectively and efficiently
- Process payment to suppliers and others
- Perform bank reconciliation on monthly basis for assigned current account.
- Ensure availability of cash in the accounts.
- Perform monthly reconciliation accurately and on timely basis including creditors reconciliation.
- Manage staff advance and claim.
- Prepare the accounts of dormant subsidiaries of MTDC on monthly basis
- Liaise with Internal Auditors, External Auditors, Tax agent etc.
- Assist on any ad-hoc task required.

Qualification & Experience

- A Bachelor degree in Accounting or equivalent relevant discipline.
- A minimum of 2 years relevant working experience. Fresh graduates are welcome to apply.
- Strong command of written and spoken Bahasa Malaysia and English.
- PC literate (MS Office application).
- Strong organising skills, able to work under pressure and independent.
- Familiar with accounting standards and ACCPAC accounting software will be an added advantage.

Interested candidates for the above position are kindly invited to submit or email a comprehensive resume, contact telephone number, current & expected salary and passport size photograph (n.r) to:



Senior Vice President, Human Capital & Legal

Human Capital Department
Malaysian Technology Development Corporation Sdn Bhd
Ground Floor, Menara Yayasan Tun Razak
Jalan Bukit Bintang,
55100 Kuala Lumpur.

Email : recruit@mtdc.com.my
Or fax to: 03-21635682

All applications will be treated in strictest confidence. Only shortlisted candidates will be notified.