



## PERCETAKAN NASIONAL MALAYSIA BERHAD

PERCETAKAN NASIONAL MALAYSIA BERHAD (PNMB) is an established printing company with 12 Branches/Outlet throughout Malaysia. We seek qualified candidates to join us.

### SENIOR EXECUTIVE, FINANCE (KUALA LUMPUR)

#### Responsibilities:

- To prepare quarterly review Estimate and Actual cost in ERP system, revised ERP Machine rate and others cost components, and recommends solution to the management for adoption by the company.
- To prepare the monthly actual performance against the budget which will be distributed on monthly basis to all department. To conduct monthly meeting with departments to review the variance. Prepare variance analysis.
- To prepare the cost saving report and follow up with the departments on the action plans.
- Preparation of Management and Board Papers.
- To coordinate the Monthly Costing Committee meeting.
- Supervise the realignment of Inventory and Warehouse "Unit of Material".
- Monitor WIP status and advice the management.
- Manage annual stock count and assisted to produce a good quality analysed inventory information.
- Review accuracy of inventory balances and its valuation, and advice the management on quarterly basis.
- To prepare the Annual Budget, departmental budget challenge and BOD presentation.
- Manage Budget transfers, assets acquisition and disposal process, and prepare for BOD approval.
- To provide monthly analysis Actual Versus Budget.
- ERP Consolidation and Process monitoring - Supervise interbranch transaction effectively.
- Assesses the performance of subordinates for the purpose of reward, development and succession planning.
- To prepare the project feasibility study.
- Attend to internal and external request.
- Attend to any 'Special Exercise' or 'Special Task' as assigned on adhoc basis.

#### Requirements:

- Possess at least a Bachelor's Degree in Accounting or its equivalent and MIA member's is an added value.
- Minimum 5 years of related working experience.
- Experience in Costing.
- Experience gained within a manufacturing account would be beneficial.
- High level of proficiency in Microsoft Office and ERP Navision system.
- Proficient in English and Bahasa Malaysia, both oral and written.
- Self-motivated, result oriented with high integrity and high enthusiasm.
- Able to work independently and good team player.

We provide attractive remuneration package includes fixed transport allowance, out-patient dental & medical benefits, hospitalization & surgical coverage for self and dependent, group term life & personal accident insurance.

#### Candidates are required to submit a comprehensive resume including:

- Details of present job responsibilities
- Current and expected salary
- Passport size photograph
- Certificates & relevant documents including the latest pay slip

#### to the following address:

##### PNMB Headquarters

Human Capital Division

Percetakan Nasional Malaysia Berhad

Jalan Chan Sow Lin

50554, Kuala Lumpur

Tel: 03-9236 6820/6816 Fax: 03-9236 6999 / Email: [hr@printnasional.com.my](mailto:hr@printnasional.com.my)

The remuneration package will commensurate with the applicant's Qualification, Knowledge, Hands on experience and Skills.

Kindly submit your application before/on **30 August 2017**. Only shortlisted candidates will be notified.

