



# Join Our Team

## ASSISTANT FINANCE MANAGER

Location: Shah Alam (HQ)

### COMPANY OVERVIEW

APP Timber was founded in 1998 and is the largest European-owned Asian-based supplier of legally sourced imported timber products. We are focusing on delivering added value in providing material and service solutions to wood-related industries.

Our headquarter is located in Shah Alam, Malaysia, we run sales operations in five major markets namely China, Indonesia, Malaysia/Singapore, Thailand, and Vietnam with own warehouses in Shah Alam, Semarang/Indonesia, and Bangkok/Thailand. We also service other emerging markets such as Bangladesh, India, Mauritius, Maldives, Sri Lanka and others. In addition, we export Asian-made products to Europe and the USA.

Our **VISION** is "To be the trusted partner and customers' ultimate choice for legally sourced timber solutions."

Our **MISSION** is "Delivering innovative wood-based solutions and outstanding service to our customers worldwide."

### JOB DESCRIPTION

The "Assistant Finance Manager" will be responsible for Groups' finance activities. This position is reporting to the Group Financial Controller.

### JOB RESPONSIBILITIES

- Be the "super-user" of Microsoft GP as the head of HQ finance team
- Handle full sets of financial reporting of entities and simple Group consolidation management reporting
- Ensure accurate and proper recording and treatment of all transactions with adherence to the accounting standards and policies
- Ensure statutory compliance and timely reporting
- Monitor and ensure all journal entries, accounts payable, accounts receivable, fixed assets ledger and stock ledger are recorded accurately and promptly
- Monitor and verify payment to suppliers
- Monitor cash management & banking matters
- Handle and coordinate year-end audit by external auditor
- Assist in system implementation; and enhancement of work processes
- Inter-company transactions/balances reconciliation
- Monitor inventory balance ensuring stock ledger ties to physical stock and coordinate quarterly stock count
- Ad-hoc duties as assigned as and when deemed necessary

### REQUIREMENTS

- Minimum 5 years of relevant working experience
- Profound knowledge of Microsoft GP or Dynamic
- Resourceful, independent, team player, reliable, creative problem-solver, strong attention to detail, hands-on
- Possess strong leadership skills and abilities in cultivating a disciplined and efficient culture
- Good command of spoken and written English

**WHAT DO WE OFFER?**

- Competitive salary
- Performance related bonuses
- Car mileage allowance
- Attractive working environment, we believe in teamwork
- 5 days working week

**WHY JOIN US?**

APP Timber currently employs about 60 staff in five countries. We believe in focusing on personal engagement and training (in-house & external) and own initiative for further development. All colleagues work closely and harmoniously as a team. Our colleagues are proud to be part of the APP Timber family, made up of people from different culture, country, race, and religion, comprising staff from Malaysia, Indonesia, Thailand, Vietnam, China, Germany, and the Netherlands. All together, we make APP Timber *"a great place to work"*.

Visit [www.apptimber.com](http://www.apptimber.com) to learn more about our company, people, and the work we do. Interested candidates are advised to email their full resume together with a recent photo to the [hr@apptimber.com](mailto:hr@apptimber.com).

**APP Timber Sdn Bhd**

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