



# **Accountant**

## **Job Description:**

- Verifies and records transactions and preparation of financial reports.
- Computes and files tax returns (VAT, WTax, Income Tax, etc.)
- Payment processing.
- Invoice and Official Receipt preparation.
- Monthly bank reconciliation and accounting of cash balance.
- Assist in external audit activities.
- Update and maintain all necessary company statutory documentation.
- Perform tasks assigned by Superior from time to time

## **Job Requirements:**

- Candidate must possess at least a Bachelor Degree of Science in Accountancy or related field.
- At least 2 years of working experience in general accounting and taxation.
- Proficient in Microsoft Excel and Xero.
- Preferably with experience in Construction industry.
- Travel as and when is required

## **Submission of Application:**

- Please email your application to [ThooiLi.Yin@bw-water.com](mailto:ThooiLi.Yin@bw-water.com)