

Job Description

Title: Accounts Assistant
Reporting: Accounts Assistant Manager
Department: Finance

Job Description/Overview

At IWS, we recognise the impact of innovative, integrated solutions on companies' infrastructure and processes. We are seeking a qualified **Accounts Assistant** to join our professional team in delivering services that drive business performance and growth. Our ideal candidate is one who is motivated, excels in a fast-paced environment, and embraces the challenge of making everyday activities and operations easier for our clients around the world.

Responsibilities

1. Conduct reconciliation between inhouse CRM report with Merchant report
2. Training for Merchant transaction will be provided
3. Other general administrative work
4. Respond to emails
5. Other adhoc duties assigned by HOD

Requirements

1. Minimum qualification: Diploma in Accountancy or related field
2. Proficient in MS Office especially in Word & Excel
3. Comfortable with using PC/Laptop
4. Meticulous with positive working attitude and able to meet deadlines
5. Able to commit 5 days per week, 9am-6pm