



Finance Assistant | Kuala Lumpur, Malaysia

Nova Founders supports promising online business models worldwide. We help young Internet companies towards global growth and have successfully built a range of multinational businesses with teams across multiple geographies. Nova Founders works with passionate and capable entrepreneurs, and provides the on-going financial, operational, marketing and development support they need to be successful.

Join us and work with us on the next amazing internet companies!

Your Responsibilities:

- Assist with Bookkeeping, Budgeting, Expenses and their Allocation
- Expenses/Payroll and Cash Management
- Assist with Statutory Audit and Tax Compliance
- Ensuring the efficiency, effectiveness, integrity & business focus of financial systems & processes
- Responsible for reporting to the Finance Manager

Your Profile:

- You are a Certified Accountant or have a Bachelor's Degree and/or Master's Degree in Finance/Accountancy
- You have experience with finance- and accounting processes
- You are strong analytical, quantitative, systematic and organized
- You have good knowledge of Excel
- You have knowledge of the local tax system
- You are independent, initiative, high level of energy and great interpersonal skills
- You are fluent in English both verbal and written
- You are trustworthy and have a clean track record

How to apply:

If you would like to become part of Nova Founders then please send an e-mail to jobs@novafounders.com with a short cover letter and resume as soon as possible. Interviews are conducted within 1-2 weeks of application submission.