

KAS Malaysia is looking for an Account & Finance Administrator

We are looking for a motivated and experienced Account & Finance Administrator with these key responsibilities:

- Bookkeeping, posting and reconciliation of monthly accounting reports, incl. preparation of supporting documents, and year-end closing processes;
- Preparing annual financial audit & tax reporting documents;
- Review of payroll processing to ensure accurate processing of payroll, tax and statutory payments;
- Processing of invoices received; office petty cash as well as bank account management;
- Coordinate with outsourced accounting, payroll and tax providers, company secretary and government agencies to ensure accurate and timely financial reporting and submission in compliance with Malaysia regulations;
- Coordination of the office premises, incl. rental, utilities and phone contracts and payments;
- Assist with organization of activities and events, incl. logistical coordination, invitations and travel arrangements for guests and speakers;
- Can work closely with colleagues from KAS Headquarters in Germany and other KAS offices;
- Assist with day-to-day administrative matters as assigned.

Educational and Professional Requirements

- Diploma or Bachelor Degree in Accounting, Business Administration or a related field;
- At least 2 years of relevant work experience in a related position;
- Very good knowledge of financial procedures and accounts;
- Fluency in English and Bahasa Malaysia (spoken and written), German language skills would be an asset;
- Proficiency in MS Office;
- Candidate must hold Malaysian citizenship.

Desired Personal Traits

- Highly reliable and respectful of timelines;
- Excellent organizational skills and great attention to detail;
- Ability to work both independently and in a team-oriented environment;
- Very strong communication skills and proactive problem solving skills;
- Eagerness to learn and willingness to take on new challenges;
- Willingness to attend in-house and/or external trainings, incl. work-related skills development; and
- Willingness to travel for work related activities and/or trainings.
- Must exercise discretion in handling sensitive information.

How to apply?

Interested candidates should send a 1-page motivation letter, CV and Diploma/ BA certificate in ONE PDF document to info.malaysia@kas.de by **20 July 2026**. Failing to attach the necessary documents may result in the application being rejected.