

C&CO CHARTERED ACCOUNTANTS (INTERNSHIP FOR ACCOUNT AND AUDIT)

POSITION OVERVIEW

We are searching for an **Account and Audit Intern** to join our team. As an Account and Audit Intern, you will gain hands-on experience in your field of study. It may help you grow your professional skills alongside the guidance from colleagues or your supervisors. Receiving the right level of support which helps translate your knowledge into practice. You will be amazed by your own growth within the short period of time.

RESPONSIBILITIES:

The **ACCOUNT INTERN** will be responsible for;

- Preparing full set of accounts, financial and management reports.
- Assist and learn in the execution of accounting functions including journals, accounting entries and etc.
- Assist in monthly and yearly financial reports process
- Ensure accuracy of trial balance and general ledger, including keeping accurate records of fixed assets, accounts payable, inventory and bank accounts.
- Self manage jobs assigned, ensure completion within time.

The **AUDIT INTERN** will be responsible for;

- Assist in conducting assigned audit engagements successfully to clients.
- Prepare audit working paper in accordance with standards and requirements
- Assisting Senior Audit on audit related field and support completion of additional tasks given
- Ensuring the timely completion of audits

REQUIREMENTS:

- Candidates must possess or currently pursuing a Diploma or Bachelor's Degree in Accounting or any relevant professional qualification
- Required language(s): English, Bahasa Malaysia and **Mandarin (Preferred)**
- Positive attitude and passionate in teamwork
- Pleasant, presentable and have good communication skill
- Good proficiency in MS Word, MS Excel and Accounting Software.

BENEFITS:

- Internship Allowance
- Professional development assistance
- Career Advancement

WORKING DAYS & HOURS:

- **DAYS:** Monday to Friday
- **HOURS:** 9.00am - 6.00pm/10.00am - 7.00pm (FLEXIBLE)

COMPANY OVERVIEW (<https://cco-advisory.com/>)

C & Co. Chartered Accountant is a one stop business advisory firm, from Incorporate New Company, Company Secretary Services, Accounting Software, Accounting Bookkeeping, Tax Planning and Management.

C & Co. Chartered Accountant has 10 years' experience in company registration services in Malaysia.

C & Co. Chartered Accountant has successfully assisted client registered more than 500 Companies in Malaysia. Our experienced and trustworthy team will provide value and quality consulation service to you.

Our speciality is offering solutions to clients who are exploring new business opportunities, understanding the legal procedures and the most suitable business model to set up their business in Selangor or other parts of Malaysia..

ADDITIONAL INFORMATION:

- **COMPANY ADDRESS:**

VO5-03A-07, Signature 1 (VO5), Lingkaran SV, Sunway Velocity, 55100 Kuala Lumpur

- **EMAIL:** account@gmgroup.com.my

- **CONTACT NUMBER:** 012-8752627 (Miss Natasha)