



StanleyCo Corporate Services Sdn. Bhd. 201301021064 (1050894-T)

Associates, Accounts and Tax

(Supervisors, Seniors, and fresh graduates are welcome)

StanleyCo is a professional services group with a proud history since the 1970s. We deliver accounting, corporate secretarial, payroll, and taxation services to a diverse portfolio of clients.

What makes us different? Our people come first.

We combine the discipline and credibility of an established firm with the efficiency of modern tools — including **cloud accounting, AI-assisted processes, and automation**. This means you'll gain a **solid foundation in professional accounting practices**, while also being equipped with future-ready skills.

If you're looking for a workplace that values learning, growth, and balance — StanleyCo is where you belong.

Key Responsibilities

- Prepare financial statements, bank reconciliations, and general ledger entries.
- Maintain accurate and up-to-date financial records; assist with month-end/year-end closing.
- Handle tax compliance work (tax returns, computations).
- Provide support to auditors during audit processes.
- Assist the Accounting & Tax team with ad-hoc projects and analysis.
- Research and resolve accounting/tax issues with guidance.
- Safeguard confidentiality of all financial and tax data.
- Gain a strong foundation in core accounting practices while also being exposed to modern tools like cloud systems, AI, and automation.
- For senior/supervisor roles: Manage client portfolios, mentor juniors, and provide leadership in complex tax and compliance work.

Who We're Looking For

- Degree/Diploma in Accounting, Finance, ACCA, CIMA, CPA, Business Studies, Administration, or Management.
- Fresh graduates, seniors, and supervisors are encouraged to apply.
- For senior/supervisor positions: relevant experience and in-depth knowledge of the Income Tax Act 1967, regulations, and procedures.
- Organised, detail-oriented, and able to work both independently and in teams.
- Proactive mindset — willing to learn, share knowledge, and contribute ideas.
- Proficient in English & Mandarin (Cantonese is an added advantage).
- Familiarity with cloud accounting, AI tools, or automation is an advantage.



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What We Offer

Salary

- Fresh Graduate (Associate): **RM2,700 – RM3,500** (*depending on qualifications & performance*)
- **Experienced candidates will be offered higher packages, commensurate with skills and experience*

Growth & Development

- Fast-track increments & higher pay based on proven performance
- Flexible Work Arrangements (for eligible candidates, including 4-day week option)
- Structured mentorship & continuous training
- Defined career progression – from Associate up to Managerial level
- Full coverage of professional membership fees (for qualified staff)
- CPD sponsorship – seminars & conferences
- Study & exam leave to support professional qualifications

Tools & Skills

- Learn to work smarter with **accounting software, cloud solutions & AI-assisted applications**

Health & Wellbeing

- Medical insurance & medical claims
- Annual leave & medical leave entitlements
- Childcare leave (for eligible employees)

Perks & Allowances

- Monthly meal allowance
- Overtime pay & extra meal subsidies
- Performance incentive & bonus

Culture & Environment

- Team bonding, sports, and recreational activities
- Young, multicultural & supportive workplace culture