



## PR/094507 | General Affair and Accounting Assistant

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1504904

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:13

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client is an established firm and they are currently looking for an Accounts Executive to join the team. You will be responsible to handle the full set of accounting.

#### Responsibilities:

- Handle the full set of accounting for client side, including AP, AR, GL, financial reporting.
- Prepare financial statement and management reporting.
- Handle bank reconciliation.
- Support annual budget and forecast.
- Handle taxation for both corporate tax and personal tax.

- Support ad-hoc role from Finance Manager.

Requirements:

- Diploma or Bachelor's Degree in Accounting/Finance/Commerce or equivalent.
- At least 3 years relevant working experiences in handling full set/partial set accounting.
- Candidates who are from auditing/accounting firm will be a plus point.
- Experience in ERP/ SAP system is preferred.
- Training provided. Able to work in a team and detailed oriented.

**If you are interested in the role, please click apply / submit your application to [ruiyan.leow@jac-recruitment.com](mailto:ruiyan.leow@jac-recruitment.com) / [corpsvcs.sg@jac-recruitment.com](mailto:corpsvcs.sg@jac-recruitment.com)**

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22110231

Leow Rui Yan

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Company Description