



## PR/094319 | Accounts and Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1512595

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 10:46

### 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

Headquartered in Singapore, our client in consulting industry has presence in 5 countries. As part of expansion, the team is looking for an Accounts and Admin Executive. This role will report to Admin Manager directly.

### RESPONSIBILITIES

- Support month end closing and work closely with outsourced accountant
- Maintain and update financial records such as accounts payable, accounts receivable, general ledger
- Support invoice process using XERO system
- Prepare internet banking fund transfer and payment
- Support payroll processing

- Support government paperwork
- Help to ensure smooth business daily operation

#### REQUIREMENTS

- Diploma/Degree in Business or equivalent
- Proficient in XERO preferred
- Basic knowledge in accounting is required. On-the-job training will be provided
- Proficient in Google Sheets, Documents and Slides preferred
- **Candidates with 1-3 years working experience welcomed to apply**

If you are interested in the role, please send your updated resume to [kherxin.tan@jac-recruitment.com](mailto:kherxin.tan@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: R22106334

Tan Kher Xin

#LI-JACSG  
#countrysingapore

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Company Description