



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

January 22nd, 2025 16:00

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

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

Company Description