



## PR/094697 | Assistant Finance Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1516224

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

January 21st, 2025 10:23

### 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 is in manufacturing industry with presence in more than 10 countries. Currently, the team is looking for an Assistant Finance Manager to join the team. This role will report to the Head of Finance directly.

#### Responsibilities:

- Ensure monthly, quarterly and year accounting closing process in accordance with SFRS
- Support audit activities for Singapore entity (scheduling, preparation of necessary documents, reclassification, response to audit questions, etc.)
- Perform forecasting, budgeting, cash flow management
- Handle annual internal and external audit for timely audit report sign off and compliance
- Support bidding documents for investment project purpose

- Perform quarter accounting closing in accordance with HQ requirements
- Submit quarterly GST submission
- Support internal control activities
- Ad-hoc projects when required

**Requirements:**

- Bachelor's Degree in Accountancy / Finance or equivalent. CA or CPA preferred.
- Minimum 5 years of relevant experience in handling financial accounting
- Good knowledge of accounting standards and statutory financial regulations and declarations.
- Exposure to **manufacturing, trading, logistics, construction** is an additional plus.
- Excellent verbal and written communication skills.

If you are interested in the role, please click apply / submit your application 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