



JAC Recruitment

We are recruitment specialists around the globe

Singapore



## PR/094507 | General Affair and Accounting Assistant

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメントシンガポール

## 求人ID

1504904

## 業種

監査・税理士法人

## 雇用形態

正社員

## 勤務地

シンガポール

## 給与

経験考慮の上、応相談

## 更新日

2024年11月19日 11:13

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

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

#LI-JACSG

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会社説明