



PR/095322 | Junior Accountant

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1543372

Industry

Medical Device

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 08:00

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

Job Title: Junior Accountant

Location: Singapore

About the Opportunity

My client is a global biopharmaceutical company with a long-standing mission to improve health outcomes worldwide. For over three decades, they've been at the forefront of developing innovative treatments for serious diseases including HIV, viral hepatitis, cancer, and more recently, COVID-19. With a strong focus on scientific advancement and global access, they are committed to making a meaningful impact on patients' lives.

The company fosters a collaborative and inclusive culture, empowering its people to lead, grow, and innovate. This role is part of their global finance team based in Singapore, supporting global operations through high-impact financial services in a fast-paced, purpose-driven environment.

Key Responsibilities:

- Support daily accounts payable and receivable activities for China and other APAC markets
- Handle vendor onboarding, PO setup, invoice processing, expense claims, and payments
- Manage customer account setup, credit checks, collections, and sales order processing
- Assist with month-end closing, reporting, and compliance with internal controls and GAAP
- Respond to audit queries and support internal/external audit processes
- Contribute to process improvements and KPI tracking
- Collaborate with cross-functional teams and support training initiatives
- Remain flexible to evolving business needs, including potential job rotations
- Perform other ad hoc tasks as assigned

Qualifications:

- Open to fresh graduates; experience in financial shared services is a plus
- Fluent in both English and Chinese (spoken and written) to liaise with regional counterparts
- Diploma in Accounting, Finance, or Business preferred
- Professional certifications (e.g., ACA, ACCA, CPA) are an advantage
- Solid understanding of accounting principles
- Familiarity with SOX compliance and working with auditors is a plus
- Experience with SAP or similar ERP systems preferred
- Proficient in Microsoft Excel, Outlook, and Word
- Strong communication and interpersonal skills
- Able to manage multiple tasks, meet deadlines, and work well under pressure
- Team-oriented, self-motivated, and detail-focused

Interested applicants, please click [APPLY NOW](#)

Do note that we will only be in touch if your application is shortlisted.

Bryan Ashwin
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R24122938

#LI-JACSG
#countrysingapore

Company Description