



## PR/095346 | Senior Accounts Executive / Junior Accountant

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1548798

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

September 16th, 2025 19:00

### 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: Senior Accounts Executive

Location: Singapore

#### About the Opportunity

I'm currently working on a confidential search for a reputable professional services firm based in Singapore. They are looking to bring on board a Senior Accounts Executive to join their accounting team. This is a great opportunity for someone who enjoys a client-facing role and is looking to grow within a dynamic and supportive environment.

#### Key Responsibilities:

- Manage full sets of accounts for a portfolio of clients across various industries
- Ensure timely and accurate financial reporting in line with client expectations
- Set up and maintain accounting structures for new clients

- Handle day-to-day accounting transactions, including receipts, payments, and bank reconciliations
- Oversee month-end closing activities and prepare management reports
- Guide and review the work of junior team members
- Prepare GST filings and ensure compliance with local tax regulations
- Draft financial statements and liaise with auditors during audit cycles
- Support XBRL submissions and statutory reporting requirements
- Handle payroll processing and year-end tax submissions (e.g., IR8A)
- Coordinate with banks on client account matters
- Take on additional accounting-related tasks as needed

Qualifications:

- Degree in Accountancy or equivalent
- Minimum 3 years of experience handling full sets of accounts
- Experience in a professional services or outsourced accounting environment is an advantage
- Strong attention to detail and ability to manage multiple deadlines
- Proactive, adaptable, and client-service oriented
- Excellent communication skills and a collaborative mindset
- Comfortable working in a fast-paced, team-oriented environment

Interested applicant, 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

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## Company Description