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JAC Recruitment Singapore

PR/095569 | Accounts Executive, General Ledger

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1548853

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 03:00

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: Accounts Executive, General Ledger

Location: Singapore

Your New Company

My client is a globally recognized leader in advanced engineering and manufacturing, with a legacy spanning over a century. Operating across sectors such as aerospace, energy systems, and industrial infrastructure, the organization is known for its precision, innovation, and commitment to sustainability. With a strong presence in both domestic and international markets, the client plays a pivotal role in delivering complex, high-impact solutions that support critical industries and drive technological progress.

Your New Role

- Support the maintenance of general ledger, monthly financial closing, and audit/investigation processes for the client and its affiliated entities.

- Assist in managing daily accounting and finance operations, including account settlement, tax filing, reporting, and ledger reconciliation.
- Handle accounting matters for a designated business unit and provide support to Accounting Managers during closing and audit cycles.
- Respond to user enquiries and change requests related to the electronic approval system.
- Provide administrative and clerical support across finance functions, ensuring timely and accurate execution.
- Perform ad-hoc tasks, respond to time-sensitive requests from managers, and cover duties of other finance staff during their absence.
- Take on additional supporting roles as assigned to ensure smooth financial operations.

Key Qualifications for Success

- Diploma and/or Degree in Accounting, Finance, or equivalent.
- Minimum 3 years of relevant working experience.
- Strong knowledge of accounting, general ledger, and bookkeeping practices.
- Proficient in Microsoft Office, especially Excel (including VLOOKUP and Pivot Tables).
- Experience with SAP is an advantage.
- Meticulous with strong attention to detail.
- Good time management and organizational skills.
- Able to work independently and collaboratively within a team.
- Strong communication skills; able to engage effectively with stakeholders at all levels.
- Open to Singapore Citizens and Permanent Residents only.

Ready to Take the Next Step?

Interested applicants, please click **APPLY NOW** or send a copy of your updated CV to bryan.ashwin@jac-recruitment.com for a confidential chat.

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