



PR/095706 | Finance Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1553920

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 04:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Finance Executive

Location: Singapore

Your New Company

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.

Your New Role

- 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

Key Qualifications for Success

- 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

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