



CR/095343 | Senior accounts Coordinator (12 months)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1554745

Industry

Bank, Trust Bank

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 12th, 2025 10:39

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

COMPANY OVERVIEW

A diversified general trading and investment firm, this organization serves as the Asia Pacific regional headquarters of a global conglomerate. Operating across nine core business sectors—including energy, chemicals, infrastructure, mobility, and consumer services—it manages a network of 26 offices in 15 countries throughout the region. From its base in Singapore, it supports integrated value chains and strategic business expansion, leveraging deep market insights, global partnerships, and a commitment to sustainable growth.

JOB RESPONSIBILITIES

- Ensure accurate maintenance and reconciliation of the general ledger. Prepare and post journal entries in compliance with accounting standards and internal policies.
- Provide basic accounting support to other departments and assist in streamlining related workflow processes. Support both internal and external audits by preparing necessary documentation and responding to audit queries.
- Compile and submit financial data for government surveys, ensuring full compliance with statutory requirements and deadlines.

- Perform additional duties and generate reports as assigned by management.

JOB REQUIREMENTS

- Solid understanding of accounting principles, financial reporting standards, and financial analysis to support accurate and timely financial close and reporting.
- High level of accuracy and thoroughness in handling financial data and documentation.
- Ability to prioritize tasks effectively and consistently meet deadlines.
- Eagerness to learn, adapt quickly to new responsibilities, and follow instructions in a dynamic work environment.
- Strong interpersonal skills to collaborate effectively with various departments and ensure smooth accounting operations.
- Capable of identifying and resolving routine accounting discrepancies independently, while escalating complex issues appropriately.
- Familiarity with SAP or similar accounting systems is an advantage.
- Diploma or Bachelor's degree in Accounting, Finance, or a related field from a recognized institution.
- Minimum of 2 years of relevant accounting experience.

Working Location: Singapore

Lou Kay Shaun Neal (R22109163)
JAC Recruitment Pte. Ltd. (90C3026)

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Company Description