



## PR/096586 | Accounting & Administration Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1575411

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

February 17th, 2026 05:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Job Title: Accounting & Administration Manager

Location: Singapore - Central

#### Your New Company

The role sits with a Singapore-based maritime logistics and vessel-owning company established in 2011, operating a modern fleet of bulk carriers and tankers serving global clients. The business focuses on safe, high-quality shipping operations and works closely with leading technical partners to ensure strong performance and regulatory compliance. It is part of a larger international group and continues to expand its fleet and capabilities in the region.

#### Your New Role

- Manage the full set of accounts, including daily accounting operations and financial record-keeping.
- Prepare journal entries, process invoices, raise payment requests, and update receipt records.

- Handle month-end, quarter-end, and year-end closing activities, including bank reconciliations.
- Coordinate with internal teams to follow up on outstanding amounts and support settlement activities.
- Maintain and manage the fixed asset register and oversee asset-related documentation.
- Assist in cash flow monitoring, reporting, and related financial schedules.
- Upload payment files through the company's e-banking platform.
- Prepare audit schedules and liaise with external auditors during audit exercises.
- Ensure proper filing, organization, and documentation of accounting records.
- Work closely with other departments to ensure accurate financial entries and reconciliations.

#### Key Qualifications for Success

- Diploma or higher qualification in accounting or a related discipline.
- A minimum of 3 years' experience in the maritime sector.
- Proficient in MS Office and comfortable using accounting software.
- Strong communication abilities and good interpersonal skills.
- A dependable team player with sharp attention to detail and the ability to work independently.
- Open to Singapore Citizens and Permanent Residents (PRs) only.

#### Ready to Take the Next Step?

Interested applicants may submit their updated CV by clicking **APPLY NOW**. All applications will be reviewed and treated in strict confidence.

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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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#### Company Description