



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

March 3rd, 2026 08:00

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

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Company Description