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Job Information

Recruiter

JAC Recruitment India

Job ID

1575590

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 31st, 2026 15:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job purpose

The Accounts & Administration - Assistant Manager will support accounting, finance, and administrative operations for the company with approximately 10 employees. For the time being, accounting operations will continue to be outsourced to external service providers. Accordingly, this role will focus on coordinating with external accountants, processing invoices, reviewing MIS reports, and supporting tax payments and compliance. In the future, there may be an opportunity to internalize part or all of the accounting function. This position is therefore expected to develop a strong understanding of current processes and contribute to a potential transition to an in-house accounting structure.

Key Responsibilities

1. Finance, Accounting & Compliance

- Perform hands-on entry and processing of all vendor invoices and employee expense claims into the internal invoice management system, including capture of GST and TDS related information
- Share invoice data and supporting documents with external accounting and tax service providers, who handle accounting

entries, GST and TDS filings, month-end closing, MIS preparation, and statutory compliances

- Review MIS workings, tax returns, and related outputs prepared by external providers, follow up on queries, and prepare summaries and key points for regular reporting to the Accounting manager and the Head office
- Support internal and external audits and regulatory inquiries by preparing underlying invoice data and documentation in coordination with external providers

2. Payroll, Banking, Cash Management & Budgeting Support

- Support payroll, bank reconciliation and banking operations in coordination with external service providers
- Prepare payment requests and input transaction details into online banking platforms
- Monitor cash balances and prepare basic cash flow information for internal reporting
- Support budget preparation and periodic budget tracking by compiling actuals, supporting schedules, and variance information for review by the Accounting Manager and the Head office

3. Administration & Stakeholder Coordination

- Support day-to-day finance and administrative operations under an outsourced accounting and tax model
- Act as the local coordination point with external service providers, including accountants and tax consultants, ensuring timely and accurate information sharing.

Provide regular operational updates, issue tracking, and reporting to the Accounting Manager.

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