



PR/096709 | Senior Accounts Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1580374

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 06:00

General Requirements

Minimum Experience Level

Over 3 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: Senior Accounts Executive

Location: Singapore - Central

Your New Company

Our client operates as part of a large Asian energy group with a strong global footprint, functioning as one of its key overseas entities within the broader international energy trading network. It plays an important role in supporting the group's strategic expansion, contributing to integrated trading, governance alignment, and cross-border operational initiatives as the parent group continues to streamline and consolidate its global structure.

The Singapore office serves as a regional trading hub, focusing on crude oil, refined petroleum products, and other energy commodities across Asia-Pacific and international markets, backed by the scale, systems, and resources of its parent organization.

Your New Role

- Assist in maintaining accurate and up-to-date financial records.
- Prepare journal entries and reconcile general ledger accounts.
- Support monthly financial closing activities, including updating journal vouchers, prepayments, fixed assets, and accrued expenses.
- Assist with annual audits by liaising with external auditors and supporting the Accounting Manager.
- Assist in preparing internal control compliance documentation.
- Perform daily bookkeeping, including preparing payment vouchers and recording transactions in the accounting system.
- Ensure timely payments and maintain the cash book while monitoring bank balances.
- Manage corporate card expenses, including collecting receipts, verifying supporting documents, and processing monthly settlements.
- Coordinate quarterly GST filings with external tax service providers.

Key Qualifications for Success

- Solid foundational understanding of finance and accounting principles.
- Degree in Accounting, Finance, or a related discipline is preferred.
- Strong proficiency in Microsoft Office, especially Excel; familiarity with accounting systems such as SAP is advantageous.
- Ideally 2 to 5 years of relevant experience, though fresh graduates may also be considered.
- Strong command of English is required, with Korean proficiency preferred for coordination with the headquarters.
- 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