



PR/096710 | Assistant Finance Manager / Senior Accountant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1580375

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 14th, 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: Assistant Finance Manager / Senior Accountant

Location: Singapore - Central

Your New Company

My client is a Singapore-based technology firm focused on building software and digital applications that support residential community operations and modern estate management.

They develop a widely used condominium management ecosystem that streamlines communication, facility bookings, payments, visitor management, and other estate-wide digital services for residents and management teams.

The company also holds accreditation in communication and security systems integration, strengthening its capabilities in smart-estate infrastructure.

While headquartered in Singapore, its platform is increasingly adopted across developments in the region, contributing to a growing regional presence within the Southeast Asian community-tech space.

Your New Role

- Manage the full set of accounts and prepare reconciliation schedules for the Singapore entity, ensuring accuracy and integrity of financial records.
- Support the annual statutory audit process and assist with tax filings and company secretarial requirements to ensure full regulatory compliance.
- Produce timely monthly financial statements, management reports, and internal analyses to support business decision-making.
- Oversee inventory tracking and documentation to ensure stock levels align with project timelines and comply with audit standards.
- Monitor, update, and maintain financial forecasts, budgets, and cash-flow projections to aid strategic financial planning.
- Work closely with cross-functional teams to enhance reporting quality and drive improvements through process automation and operational efficiencies.
- Strengthen internal controls by reviewing existing processes, improving documentation, and implementing best-practice measures.
- Provide financial insights, analysis, and support for ad-hoc requests as needed.

Key Qualifications for Success

- Minimum 5 years of experience handling a full set of accounts and performing month-end closing, with the ability to independently manage the entire suite of management accounts.
- Bachelor's degree in Accounting or an equivalent discipline.
- CPA / ACCA qualification or equivalent professional certification.
- Strong understanding of accounting and financial reporting principles and best practices.
- Proficient in MacOS, and familiar with Xero, QuickBooks, and other accounting or tax software.
- Excellent communication, analytical, and organizational skills, with the ability to work effectively both independently and within cross-functional teams.
- High level of attention to detail, strong work ethic, and the capacity to manage confidential information with professionalism.
- A proactive mindset and an eagerness to contribute in a dynamic, fast-paced start-up environment.

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