



PR/096738 | Senior Accountant / Assist Finance Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1581749

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 10th, 2026 10:06

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is a well-established Singapore-based landscaping and horticulture company that provides greenery solutions for residential, commercial, and public spaces. The organisation offers a full range of services including landscape design, plant supply, installation, and maintenance, supporting projects such as offices, condominiums, shopping malls, and outdoor environments. With decades of experience in the industry, the company focuses on creating and maintaining sustainable green spaces across Singapore.

Job Summary

Compile and analyze financial and management reports to support strategic decision-making for Corporate Group and Trust-related companies. Lead finance operations including banking, FX hedging, and audit coordination while ensuring regulatory compliance and accuracy across accounting functions.

Responsibilities

- Compile monthly Management Information System, Board, Treasury, Miscellaneous Reports, and Annual Budgets for Corporate Group and Trust-related companies to inform business strategy
- Manage finance activities such as banking transactions and foreign exchange hedging to optimize financial performance and risk management
- Review and ensure accuracy and compliance of work performed by Junior Accountants to maintain high-quality financial records
- Coordinate with Corporate Secretarial teams to oversee secretarial services, ensuring adherence to regulatory requirements and corporate governance standards
- Assist in quarterly and annual reviews and audits by consolidating financial data, addressing audit queries, and managing inquiries from governmental and tax authorities
- Liaise with tax professionals to manage tax matters across multiple jurisdictions, ensuring compliance and timely resolution
- Review, compile, maintain, and approve daily payment schedules, purchase orders via ERP systems, cheques, and internet banking transactions to control cash flow
- Review monthly, quarterly, and annual accounts of Corporate Group and Trust-related companies to ensure accuracy and completeness
- Delegate and review monthly journal entries for Corporate Group and Trust-related companies to maintain accurate accounting records
- Prepare and delegate annual and quarterly consolidated accounts to provide comprehensive financial overviews
- Prepare monthly debt schedules for Corporate Group companies to monitor liabilities and support financial planning
- Coordinate with external accountants for preparation and review of quarterly accounts for specific Corporate Group and Trust-related companies to ensure compliance and accuracy
- Manage compliance and Know Your Customer (KYC) matters for Corporate Group and Trust-related companies, ensuring adherence to regulatory requirements and best practices

Preferred competencies and qualifications

- Bachelor's degree in Accounting, Finance, or related field
- Professional certifications such as CPA or ACCA
- Minimum 3-5 years of accounting or finance experience
- Proficiency in accounting software such as ERP systems
- Strong organizational skills with a keen eye for detail
- Ability to work effectively under tight deadlines

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Company Description