



## PR/096780 | Assistant Accounting Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1582414

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 17th, 2026 10:16

### 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

**The Company** Our client is a well-established international shipping and maritime company with regional operations based in Singapore. As part of a global group, the Singapore office supports vessel ownership and maritime operations across the region, ensuring the smooth financial and operational management of its fleet and business activities.

**The Role** This role will oversee the finance and accounting function for the Singapore office, while leading a small team of accounting staff. The Accounting Manager will be responsible for managing the full set of accounts, ensuring accurate financial reporting, and supporting audits and regulatory requirements. The role will also guide and review the work of junior team members while working closely with internal stakeholders to ensure smooth financial operations.

**Responsibilities**

- Oversee the full set of accounts including AR, AP, and GL
- Lead and supervise a small accounting team, reviewing work and providing guidance where required
- Prepare journal entries, process invoices, and manage payment requests
- Perform month-end, quarter-end, and year-end closing activities
- Monitor receivables and coordinate with internal stakeholders to follow up on outstanding balances
- Manage fixed assets and maintain the fixed asset register
- Support cash flow monitoring and reporting

- Upload and process payments through banking e-platforms
- Prepare audit schedules and liaise with external auditors during audit exercises
- Prepare regulatory or statutory reports where required
- Ensure proper documentation, filing, and maintenance of accounting records
- Collaborate with internal departments to ensure accurate booking and reconciliation of accounts
- Provide back-up support within the team when required
- Assist with administrative or operational matters when necessary

### **Requirements**

- Diploma or Degree in Accounting, Finance, or related discipline
- Minimum 5 years of accounting experience, with exposure to full set accounts
- Prior experience managing or mentoring junior accountants / small teams will be advantageous
- Experience in the maritime or shipping industry is highly preferred (e.g. ship owners, ship operators, shipping companies)
- Proficient in Microsoft Excel and accounting systems
- Strong attention to detail with good organisational skills
- Able to work independently while collaborating with cross-functional teams

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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Company Description