



PR/096797 | Finance Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582424

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 14:00

General Requirements

Minimum Experience Level

Over 1 year

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

COMPANY OVERVIEW

Our client is a well-established organisation operating in the food distribution and supply industry, supporting a diverse customer base through efficient operations and reliable service delivery. The company places strong emphasis on accuracy, compliance, and operational excellence, working closely with internal stakeholders and regional headquarters to ensure smooth business operations.

The organisation offers a hands-on, fast-paced environment and values individuals who are responsible, detail-oriented, and comfortable supporting both finance and administrative functions. This role provides a stable platform for finance professionals seeking to deepen their experience in operational accounting.

JOB RESPONSIBILITIES

We are seeking a Finance Executive / Senior Finance Executive to support the day-to-day accounting and finance operations. The role involves managing invoicing, cash handling, reconciliations, AR/AP support, and month-end reporting, while also providing administrative support and liaising with HQ on finance-related matters.

This position is ideal for candidates who enjoy transactional accounting work and are comfortable working in an operational, SME-style environment.

Accounting & Billing

- Process invoices accurately and in a timely manner
- Amend and update invoices, including pricing changes, customer information, and adjustments
- Issue Credit Notes (CN) and Debit Notes (DN)
- Prepare monthly Statements of Account (SOA) for customers and management

Cash & Banking

- Manage cash flow and maintain proper financial records
- Handle cash collections from the delivery team
- Perform daily banking-in and bank reconciliation
- Manage petty cash and staff reimbursements

AR / AP & Reporting

- Support Accounts Receivable (AR) and Accounts Payable (AP) functions
- Assist with month-end closing activities
- Prepare documentation for audits
- Perform data entry and proper filing of accounting documents

Administrative & Coordination

- Attend to incoming calls and provide administrative support
- Liaise with HQ on accounting and finance matters
- Undertake ad hoc finance or administrative duties as assigned

JOB REQUIREMENTS

- Minimum 2–3 years of experience as a Finance Executive / Accounts Executive
- Diploma or A-Level qualification in Accounting, Finance, or related field
- Strong attention to detail with good organisational skills
- Able to work independently in a hands-on, operational environment

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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