



PR/096830 | Accountant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1583826

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 24th, 2026 10:14

General Requirements

Minimum Experience Level

Over 6 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

Job Title: Accountant

Location: Singapore - Central

Your New Company

We are a Singapore-based consulting and solutions firm delivering technology-enabled and business consultancy services across the region. The organization works with clients across a diverse range of industries, including ICT, engineering, construction, health, mining, and infrastructure, supporting complex projects and operational initiatives.

With a strong regional focus, the firm combines consulting expertise with hands-on project execution and strategic partnerships to deliver tailored, practical solutions. The team works closely with clients to address evolving business challenges, improve operational efficiency, and support sustainable growth through a collaborative and results-driven approach.

Your New Role

- Maintain and oversee the general ledger, ensuring all financial transactions are accurately recorded and properly documented.
- Manage end-to-end accounts payable and accounts receivable processes, including invoicing, payments, and collections.
- Perform monthly bank reconciliations and investigate and resolve any discrepancies in a timely manner.
- Prepare and review financial statements on a monthly, quarterly, and annual basis.
- Process payroll and ensure timely and accurate statutory compliance, including taxes and pension/superannuation contributions.
- Monitor cash flow and prepare regular cash flow forecasts to support business planning.
- Assist in budgeting, forecasting, and financial planning activities.
- Ensure compliance with applicable tax regulations and coordinate with external auditors as required.
- Maintain proper filing systems and accurate documentation of all financial records.
- Identify opportunities for process improvements and implement best practices in bookkeeping and financial operations.

Key Qualifications for Success

- Bachelor's degree in Accounting, Finance, or a related field (preferred).
- Minimum 3+ years of relevant bookkeeping or accounting experience.
- Strong knowledge of accounting principles, financial controls, and financial reporting standards.
- Hands-on experience with accounting software such as QuickBooks, MYOB, Xero, or equivalent.
- Proficiency in Microsoft Excel, including basic reporting and reconciliations.
- Strong attention to detail with a high level of accuracy.
- Ability to manage multiple priorities, meet deadlines, and work effectively under pressure.
- Good communication and interpersonal skills, with the ability to work cross-functionally.
- High level of integrity and ability to maintain confidentiality of financial information.
- Knowledge of Papua New Guinea finance, tax, and statutory regulations will be highly appreciated.
- This position is open to Permanent Residents and Citizens 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