



PR/096832 | Senior Accountant (Full Sets)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1583827

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 07:00

General Requirements

Minimum Experience Level

Over 3 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

Our client is a multi-industry business operating across trading, project delivery, and consultancy services, with exposure across the Asia-Pacific region. The organisation supports clients in sectors such as technology, infrastructure, and professional services.

This is a hands-on Senior Bookkeeper role reporting directly to senior leadership, responsible for managing the full spectrum of day-to-day accounting operations.

You will play a key role in ensuring accurate financial reporting, maintaining compliance, and supporting business decisions through timely financial insights.

Key Responsibilities

- Maintain and oversee the general ledger, ensuring accurate recording of all transactions
- Manage full spectrum of accounts payable (AP) and accounts receivable (AR)
- Perform monthly bank reconciliations and resolve discrepancies
- Prepare financial statements (monthly, quarterly, annual)

- Process payroll and ensure compliance with statutory requirements
- Monitor cash flow and prepare cash flow forecasts
- Support budgeting and financial planning activities
- Ensure compliance with tax regulations and liaise with external auditors where required
- Maintain proper documentation and filing of financial records
- Identify areas for process improvement and implement best practices

Requirements

- Degree in Accounting, Finance, or related field (preferred)
- Minimum 3+ years of bookkeeping / accounting experience
- Strong understanding of accounting principles and financial reporting
- Experience with accounting systems (e.g. Xero, MYOB, QuickBooks or similar)
- Proficient in Microsoft Excel
- Detail-oriented with strong accuracy
- Able to meet deadlines and work in a fast-paced environment
- Good communication and interpersonal skills
- High level of integrity and confidentiality

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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Company Description