



## 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