



PR/096534 | Senior Accounts Executive, Regional Finance

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1585825

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 10:25

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

Job Title: Senior Accounts Executive, Regional Finance

Location: Singapore - Central

Your New Company

Our client is a leading international architecture and design practice known for delivering world-class, human-centered design solutions across major global cities. With over 1,000 creative professionals operating from multiple design studios worldwide, the team combines deep local cultural insight with global research and technical expertise to create sustainable, innovative, and socially responsive environments.

Guided by a commitment to creative excellence, the firm works across a diverse portfolio that includes architecture, urban design, interiors, and landscape, shaping landmark developments throughout Asia, the Middle East, Europe, and beyond.

Your New Role

- Manage and review Accounts Receivable (AR) processes including invoicing, billing accuracy, collections follow-ups

and maintaining up-to-date ageing reports.

- Handle General Ledger (GL) functions, ensuring timely and accurate posting, reconciliations, and smooth month-end closing.
- Prepare and review regional journals, balance sheet reconciliations, and financial schedules to ensure accuracy across assigned entities.
- Process and manage high-volume accounting transactions, ensuring all entries are recorded promptly and accurately.
- Support statutory submissions, tax-related documentation, and external/internal audit requirements.
- Ensure adherence to internal controls, accounting standards, and company finance policies, highlighting discrepancies proactively.
- Assist with intercompany billing, reconciliation, and settlement activities.
- Support process improvements and standardisation efforts to streamline workflows and improve closing timelines.
- Liaise with regional stakeholders, project teams, and cross-functional departments to resolve finance-related queries efficiently.
- Maintain strong document control, proper audit trails, and compliance records in line with corporate and regulatory requirements.

Key Qualifications for Success

- At least 5–8 years of relevant experience, preferably within construction, engineering, or design & build environments (advantage).
- Strong foundation in accounting principles with hands-on experience in AR and GL, including month-end closing activities.
- Proven ability to handle high-volume transactions with accuracy and meet tight reporting deadlines.
- Experience working in a regional finance role, supporting multiple countries or business units.
- Detail-oriented, structured, and disciplined in managing reconciliations, schedules, and documentation.
- Strong problem-solving skills with the ability to analyse issues and recommend practical solutions.
- Effective time management skills, able to prioritise in a fast-paced and multi-entity setting.
- Able to work independently with a high level of ownership, accountability, and consistency in deliverables.
- Experience with ERP systems and financial tools; comfortable working across multiple platforms.
- Strong written and verbal communication skills to liaise with internal teams and support reporting needs.
- Open to Singapore Citizens and Permanent Residents (PRs) 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