



PR/096881 | Assistant Finance Manager / Senior Accountant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1585836

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 10:01

General Requirements

Minimum Experience Level

Over 6 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 Accountant/Assistant Finance Manager

Location: Singapore - Central

Your New Company

My client is a long-established Singapore-based distribution and trading business with a strong regional footprint across Asia. The company focuses on premium consumer brands and operates an end-to-end model, covering import/export, bonded warehousing, logistics, and market execution.

They are known for their stable ownership, long operating history, and regional exposure, and work closely with global brand principals to develop markets in Southeast Asia. Culturally, it's a professional, close-knit organization, structured, well-run, and less volatile than many pure trading outfits.

It's a good fit for someone looking for stability, regional scope, and meaningful responsibility in a well-established business.

Your New Role

- Support statutory audits and the preparation of financial statements, working closely with external auditors.
- Coordinate GST and corporate tax submissions with tax agents, ensuring full regulatory and statutory compliance.
- Maintain compliance with accounting standards, internal controls, and company policies.
- Participate in monthly stock-takes and support inventory monitoring, reconciliation, and control.
- Manage banking transactions, including payments, receipts, and day-to-day treasury activities.
- Review, process, and provide oversight for Accounts Payable (AP) and Accounts Receivable (AR) operations.
- Assist in month-end closing activities and the preparation of management and financial reports.
- Prepare invoices, debit notes, and journal entries, including rebates, claims, accruals, and miscellaneous billings.
- Oversee collections, receipt application, and debtor ageing, supporting high transaction volumes with annual revenues of approximately SGD 100–200 million.
- Handle and resolve customer billing queries, payment discrepancies, and disputes promptly.
- Support daily cash reporting, cash flow tracking, and monitoring.
- Prepare and file government statistical and regulatory reports as required.
- Carry out ad-hoc accounting, finance, and compliance-related duties as assigned.

Key Qualifications for Success

- Bachelor's degree in Accountancy, Finance, or a related field.
- Minimum of 5 years of relevant accounting or finance experience.
- Professional accounting qualifications (e.g. ACCA, CPA, CA, or equivalent) will be an added advantage.
- Prior experience in FMCG, supermarket, consumer goods, or fast-food industries is preferred.
- Familiarity with SAP or similar ERP systems is an advantage.
- Proficient in Microsoft Word and Microsoft Excel.
- Strong attention to detail with a high level of accuracy and accountability.
- Excellent organizational and time management skills, with the ability to work independently and manage multiple priorities.
- Excellent communication and presentation skills, with the ability to articulate financial matters clearly and confidently.
- Demonstrated stability in employment, with a preference for candidates who have spent at least 3 years in their current or most recent role.
- Open to Singaporeans and Permanent Residents 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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description