



## PR/096884 | Accounts Officer (Fullsets, 1 year FTC)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1585838

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

May 5th, 2026 10:01

### General Requirements

**Minimum Experience Level**

Over 3 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

**Company:**

You will be joining the regional headquarters of a well-established multinational company within the chemicals and materials industry. The business supports operations across Asia-Pacific and supplies products used in sectors such as electronics, manufacturing, and automotive. The Singapore office serves as a key hub for regional coordination, covering finance, operations, and administrative support across multiple markets.

**Role:**

This Accounts Officer position is a hands-on role within a lean team, covering both accounting and administrative functions. The role involves managing the full set of accounts with a focus on AP, including invoice processing, vendor payments, bookkeeping, and supporting monthly reporting to HQ. In addition, you will handle office administration tasks such as coordinating office maintenance, supplies, courier arrangements, and company car-related matters. Overall, this is a hybrid role suited for someone who is comfortable balancing finance responsibilities alongside general office operations.

**Responsibilities:**

- Handle the full set of accounts.
- Check and post non-trade supplier invoices into the system.
- Prepare monthly vendor payment cycles.
- Perform bookkeeping duties.
- Assist with monthly and ad-hoc HQ reporting.
- Provide support for office administrative matters.
- Handle company car maintenance and car leasing-related matters.
- Handle office maintenance, including office cleaning, quarterly stationery and grocery supplies, and courier arrangements.
- Any other ad-hoc duties as assigned.

**Requirements:**

- Minimum of 2 years of accounting experience handling a full set of accounts.
- Diploma in Accounting or professional qualification.
- Business-level proficiency or higher in English.
- Good organizational and time management skills.
- Proactive, adaptable with positive attitude.
- Ability to work in a team environment and independently.
- Good communication skills.
- Meticulous and eye for details.
- Computer literate with Microsoft Excel, Word, PowerPoint and D365 Accounting tool.

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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Company Description