



PR/096941 | Accounts and Admin Executive (FMCG / F&B)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1589923

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 10:22

General Requirements

Minimum Experience Level

Over 1 year

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

You will be joining a global organisation in the FMCG / food & beverage space, with a strong international presence and operations across Asia. The Singapore office serves as a key regional hub, supporting group-level activities including business operations, procurement, and corporate functions.

This role sits within the Finance & Administration team and focuses on supporting day-to-day accounting operations alongside general office administration. The position is ideal for candidates with hands-on experience in AP/AR and financial operations, who are also comfortable handling administrative coordination in a lean office environment.

Key Responsibilities

Accounting & Finance

- Handle day-to-day accounting operations, including data entry and reconciliations

- Manage full sets of Accounts Payable (AP) and Accounts Receivable (AR)
- Maintain accurate and timely financial records and documentation
- Prepare payments, update cashbook, and monitor cash flow movements
- Process staff business trip claims and corporate credit card expenses
- Support month-end closing and audit preparation
- Assist with other finance-related tasks as required

Administration & Other Duties

- Perform general administrative and office support duties
- Liaise with external parties such as banks, insurers, etc.
- Handle ad-hoc tasks and provide operational support when needed

Requirements

- Diploma or Degree in Accounting, Finance, or a related field
- 3–4 years of relevant working experience preferred
- Proficient in Microsoft Office (especially Excel); knowledge of accounting software such as Microsoft Dynamics is a plus
- Able to work independently and meet deadlines

Dessere Leong

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22107461

#LI-JACSG #countrysingapore

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Company Description