



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

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1591511

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 10:34

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

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description