



PR/097124 | Assistant Finance Manager - (Consolidation)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1599637

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:49

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: Assistant Finance Manager

Location: Singapore - Central

Your New Company

Our client is a Japan-headquartered, publicly listed global business services organization, with over 50 years of operating history and a strong reputation supporting multinational and enterprise clients through large-scale, mission-critical outsourcing and digital transformation engagements. The group operates across 25+ countries and regions, employing tens of thousands of professionals globally, with particularly strong delivery capabilities across Asia-Pacific.

The organization provides end-to-end customer experience, contact center, business process outsourcing, digital marketing, analytics, and e-commerce services, supporting both front-office and back-office operations. Its offering blends operational scale with proprietary digital and AI-enabled tools, enabling clients to improve service quality, optimize cost structures, and support regional or global expansion

Your New Role

- Oversee the end-to-end monthly closing process, ensuring accurate, timely preparation and consolidation of financial reports.
- Maintain precise accounting records, including journal entries and reconciliations, in compliance with internal controls, company policies, and reporting standards.
- Manage GST filings, corporate tax matters, and statutory submissions, ensuring adherence to applicable accounting standards and local regulatory requirements.
- Coordinate with external auditors, tax consultants, company secretaries, banking partners, and relevant regulatory bodies when necessary.
- Supervise payroll operations, including statutory contributions and related payments, ensuring accuracy and timeliness.
- Support budgeting and forecasting activities, including variance analysis and cash flow management, to enhance financial and operational performance.
- Contribute to quarterly consolidation reporting, year-end closing, audit preparation, and tax compliance processes.
- Drive continuous improvements in accounting systems, workflows, and internal controls to increase efficiency, accuracy, and compliance.
- Assist in management reporting and financial analysis to support informed business decision-making.

Key Qualifications for Success

- Bachelor's degree in Accounting, Finance, or a related discipline.
- Professional certification (e.g., ACCA, CPA, or equivalent) is an added advantage.
- Minimum of 4 years of relevant experience handling full sets of accounts and managing monthly closing processes.
- Proven ability to independently manage accounting operations, including Singapore tax compliance and statutory requirements (essential).
- Proficiency in accounting systems such as SAP B1 and/or SAP S/4 HANA is preferred.
- Strong knowledge of accounting principles and financial reporting standards (GAAP or IFRS).
- Experience working in a Japanese company or familiarity with Japanese corporate culture is an advantage.
- Excellent analytical, problem-solving, and communication skills.

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

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