



PR/097347 | Accounts and Admin Assistant Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1600954

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 7th, 2026 10:18

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: Accounts and Admin Assistant Manager

Location: Singapore – Central

Your New Company

Our client is a Japanese-owned electronics trading and distribution business that supplies semiconductor products, electronic components, and related technology solutions to customers across various industries. The Singapore office serves as the regional hub for Southeast Asia, managing sales, customer support, supply chain coordination, and finance and administrative operations in a lean and collaborative environment. Employees have the opportunity to work closely with both local and overseas stakeholders while supporting regional business activities.

Your New Role

- Oversee daily accounting operations and supervise junior staff.
- Handle AP, journal entries, accruals, and fixed asset accounting.

- Perform month-end closing and prepare financial reports for headquarters.
- Process payroll, CPF, GST, and tax-related submissions (IR8A).
- Support audit activities and liaise with external auditors.
- Coordinate banking matters, including forex and fixed deposits.
- Review contracts and maintain accounting systems.
- Manage leave records and support HR/administrative matters.
- Handle government, immigration, and office administration matters as required.

Key Qualifications for Success

- Diploma in Accounting or professional accounting qualification.
- Experience in AP and full-set accounting.
- Experience in month-end closing and financial reporting.
- Fluent in English and Chinese.
- Prior experience working in a Japanese company.
- Proficient in accounting systems and Microsoft Excel (VLOOKUP, Pivot Tables).
- Knowledge of GST, payroll, CPF, and audit support.
- Experience in the manufacturing or trading industry is preferred.

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

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Company Description