



PR/097719 | Finance Analyst (AP)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1616033

Industry

Industrial Facilities

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:26

General Requirements

Minimum Experience Level

Over 1 year

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

About the Opportunity

Our client is an established multinational organisation seeking a Finance Analyst to join its Finance team in Singapore.

This is a hands-on operational accounting position with a strong focus on Accounts Payable (AP). The successful candidate will be responsible for supplier invoice processing, payments, reconciliations, month-end activities and other accounting support.

This opportunity would suit an accounting professional who enjoys working in a structured Finance environment and is comfortable managing day-to-day AP transactions and payment activities.

Key Responsibilities

- Record and maintain Accounts Payable and payment-related transactions accurately and on a timely basis within the ERP system.
- Process supplier invoices, including PO/receipt matching, verification of supporting documents, account coding and

approvals.

- Investigate and resolve invoice discrepancies and exceptions.
- Prepare and process scheduled and ad-hoc supplier payments, including system-generated payment runs.
- Prepare and upload electronic payment files to banking platforms and coordinate with authorised approvers for payment review and release.
- Perform vendor account, supplier statement, bank and assigned balance-sheet reconciliations.
- Investigate and resolve discrepancies, aged items and unreconciled transactions.
- Support month-end closing activities, including accruals, reconciliations and preparation of supporting schedules.
- Support commission payments, letters of credit and other assigned payment activities where required.
- Ensure accounting and payment processes comply with established internal controls, policies and approval requirements.
- Prepare supporting documentation for internal and external audits.
- Provide day-to-day accounting and finance support across the organisation and related entities.
- Support ad-hoc finance assignments, administrative activities and projects as required.

Requirements

- Diploma or Degree in Accounting, Finance or a related discipline, or an equivalent professional qualification.
- At least 3 years of relevant accounting experience, ideally with hands-on exposure to Accounts Payable and payment processing.
- Candidates with 1 to 2 years of relevant experience and demonstrated capabilities may also be considered at an appropriate level.
- Hands-on experience with supplier invoice processing, payments and account reconciliations.
- Working knowledge of ERP accounting systems and accounting processes.
- Experience with SAP, particularly SAP ECC FI/AP, would be highly advantageous.
- Proficient in Microsoft Excel, including formulas, lookups, PivotTables and financial data reconciliation.
- Good attention to detail with the ability to work accurately within payment and month-end deadlines.
- Exposure to a multinational, manufacturing, aerospace, engineering or similar operational environment would be advantageous.
- Experience supporting multiple entities, cross-border or foreign-currency payments would be advantageous.
- Exposure to banking platforms, month-end closing, audit support and/or SAP S/4HANA would be an advantage.
- Good organisational and stakeholder management skills.

Ready to Take the Next Step?

Interested applicants, please click [APPLY NOW](#).

Do note that we will only be in touch if your application is shortlisted.

Frances Wong En Ci

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R26160019

#LI-JACSG

#countrysingapore

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Company Description