



We are recruitment specialists around the globe

Singapore



PR/095322 | Junior Accountant

募集職種

人材紹介会社

ジェイエイシーリクルートメント シンガポール

求人ID

1543372

業種

医療機器

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年06月03日 10:29

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Title: Junior Accountant

Location: Singapore

About the Opportunity

My client is a global biopharmaceutical company with a long-standing mission to improve health outcomes worldwide. For over three decades, they've been at the forefront of developing innovative treatments for serious diseases including HIV, viral hepatitis, cancer, and more recently, COVID-19. With a strong focus on scientific advancement and global access, they are committed to making a meaningful impact on patients' lives.

The company fosters a collaborative and inclusive culture, empowering its people to lead, grow, and innovate. This role is part of their global finance team based in Singapore, supporting global operations through high-impact financial services in a fast-paced, purpose-driven environment.

Key Responsibilities:

- Support daily accounts payable and receivable activities for China and other APAC markets
- Handle vendor onboarding, PO setup, invoice processing, expense claims, and payments
- Manage customer account setup, credit checks, collections, and sales order processing
- Assist with month-end closing, reporting, and compliance with internal controls and GAAP
- Respond to audit queries and support internal/external audit processes
- Contribute to process improvements and KPI tracking
- Collaborate with cross-functional teams and support training initiatives
- Remain flexible to evolving business needs, including potential job rotations
- Perform other ad hoc tasks as assigned

Qualifications:

- Open to fresh graduates; experience in financial shared services is a plus
- Fluent in both English and Chinese (spoken and written) to liaise with regional counterparts
- Diploma in Accounting, Finance, or Business preferred
- Professional certifications (e.g., ACA, ACCA, CPA) are an advantage
- Solid understanding of accounting principles
- Familiarity with SOX compliance and working with auditors is a plus
- Experience with SAP or similar ERP systems preferred
- Proficient in Microsoft Excel, Outlook, and Word
- Strong communication and interpersonal skills
- Able to manage multiple tasks, meet deadlines, and work well under pressure
- Team-oriented, self-motivated, and detail-focused

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

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

Bryan Ashwin
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EA License Number: 90C3026
EA Personnel: R24122938

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会社説明