



PR/095346 | Senior Accounts Executive / 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

1543377

業種

監査・税理士法人

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17日 14:01

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: Senior Accounts Executive

Location: Singapore

About the Opportunity

I'm currently working on a confidential search for a reputable professional services firm based in Singapore. They are looking to bring on board a Senior Accounts Executive to join their accounting team. This is a great opportunity for someone who enjoys a client-facing role and is looking to grow within a dynamic and supportive environment.

Key Responsibilities:

- Manage full sets of accounts for a portfolio of clients across various industries
- Ensure timely and accurate financial reporting in line with client expectations
- Set up and maintain accounting structures for new clients

- Handle day-to-day accounting transactions, including receipts, payments, and bank reconciliations
- Oversee month-end closing activities and prepare management reports
- Guide and review the work of junior team members
- Prepare GST filings and ensure compliance with local tax regulations
- Draft financial statements and liaise with auditors during audit cycles
- Support XBRL submissions and statutory reporting requirements
- Handle payroll processing and year-end tax submissions (e.g., IR8A)
- Coordinate with banks on client account matters
- Take on additional accounting-related tasks as needed

Qualifications:

- Degree in Accountancy or equivalent
- Minimum 3 years of experience handling full sets of accounts
- Experience in a professional services or outsourced accounting environment is an advantage
- Strong attention to detail and ability to manage multiple deadlines
- Proactive, adaptable, and client-service oriented
- Excellent communication skills and a collaborative mindset
- Comfortable working in a fast-paced, team-oriented environment

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

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

Bryan Ashwin
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#countrysingapore

会社説明