



## 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

1548798

#### 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07月08日 16:49

### 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  
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>

---

会社説明