



PR/096738 | Senior Accountant / Assist Finance Manager

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

1581749

業種

土木

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

2026年03月24日 09:00

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

流暢

日本語レベル

無し

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

Our client is a well-established Singapore-based landscaping and horticulture company that provides greenery solutions for residential, commercial, and public spaces. The organisation offers a full range of services including landscape design, plant supply, installation, and maintenance, supporting projects such as offices, condominiums, shopping malls, and outdoor environments. With decades of experience in the industry, the company focuses on creating and maintaining sustainable green spaces across Singapore.

Job Summary

Compile and analyze financial and management reports to support strategic decision-making for Corporate Group and Trust-related companies. Lead finance operations including banking, FX hedging, and audit coordination while ensuring regulatory compliance and accuracy across accounting functions.

Responsibilities

- Compile monthly Management Information System, Board, Treasury, Miscellaneous Reports, and Annual Budgets for Corporate Group and Trust-related companies to inform business strategy
- Manage finance activities such as banking transactions and foreign exchange hedging to optimize financial performance and risk management
- Review and ensure accuracy and compliance of work performed by Junior Accountants to maintain high-quality financial records
- Coordinate with Corporate Secretarial teams to oversee secretarial services, ensuring adherence to regulatory requirements and corporate governance standards
- Assist in quarterly and annual reviews and audits by consolidating financial data, addressing audit queries, and managing inquiries from governmental and tax authorities
- Liaise with tax professionals to manage tax matters across multiple jurisdictions, ensuring compliance and timely resolution
- Review, compile, maintain, and approve daily payment schedules, purchase orders via ERP systems, cheques, and internet banking transactions to control cash flow
- Review monthly, quarterly, and annual accounts of Corporate Group and Trust-related companies to ensure accuracy and completeness
- Delegate and review monthly journal entries for Corporate Group and Trust-related companies to maintain accurate accounting records
- Prepare and delegate annual and quarterly consolidated accounts to provide comprehensive financial overviews
- Prepare monthly debt schedules for Corporate Group companies to monitor liabilities and support financial planning
- Coordinate with external accountants for preparation and review of quarterly accounts for specific Corporate Group and Trust-related companies to ensure compliance and accuracy
- Manage compliance and Know Your Customer (KYC) matters for Corporate Group and Trust-related companies, ensuring adherence to regulatory requirements and best practices

Preferred competencies and qualifications

- Bachelor's degree in Accounting, Finance, or related field
- Professional certifications such as CPA or ACCA
- Minimum 3-5 years of accounting or finance experience
- Proficiency in accounting software such as ERP systems
- Strong organizational skills with a keen eye for detail
- Ability to work effectively under tight deadlines

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.

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会社説明