



## PR/096797 | Finance Executive

### 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

1582424

#### 業種

レストラン・フードサービス

#### 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04月14日 12:01

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ネイティブ

#### 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

#### COMPANY OVERVIEW

Our client is a well-established organisation operating in the food distribution and supply industry, supporting a diverse customer base through efficient operations and reliable service delivery. The company places strong emphasis on accuracy, compliance, and operational excellence, working closely with internal stakeholders and regional headquarters to ensure smooth business operations.

The organisation offers a hands-on, fast-paced environment and values individuals who are responsible, detail-oriented, and comfortable supporting both finance and administrative functions. This role provides a stable platform for finance professionals seeking to deepen their experience in operational accounting.

#### JOB RESPONSIBILITIES

We are seeking a Finance Executive / Senior Finance Executive to support the day-to-day accounting and finance operations. The role involves managing invoicing, cash handling, reconciliations, AR/AP support, and month-end reporting, while also providing administrative support and liaising with HQ on finance-related matters.

This position is ideal for candidates who enjoy transactional accounting work and are comfortable working in an operational, SME-style environment.

#### Accounting & Billing

- Process invoices accurately and in a timely manner
- Amend and update invoices, including pricing changes, customer information, and adjustments
- Issue Credit Notes (CN) and Debit Notes (DN)
- Prepare monthly Statements of Account (SOA) for customers and management

#### Cash & Banking

- Manage cash flow and maintain proper financial records
- Handle cash collections from the delivery team
- Perform daily banking-in and bank reconciliation
- Manage petty cash and staff reimbursements

#### AR / AP & Reporting

- Support Accounts Receivable (AR) and Accounts Payable (AP) functions
- Assist with month-end closing activities
- Prepare documentation for audits
- Perform data entry and proper filing of accounting documents

#### Administrative & Coordination

- Attend to incoming calls and provide administrative support
- Liaise with HQ on accounting and finance matters
- Undertake ad hoc finance or administrative duties as assigned

#### JOB REQUIREMENTS

- Minimum 2–3 years of experience as a Finance Executive / Accounts Executive
- Diploma or A-Level qualification in Accounting, Finance, or related field
- Strong attention to detail with good organisational skills
- Able to work independently in a hands-on, operational environment

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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