



## PR/096832 | Senior Accountant (Full Sets)

### 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

1583827

#### 業種

石油・エネルギー

#### 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21日 11:02

### 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

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

Our client is a multi-industry business operating across trading, project delivery, and consultancy services, with exposure across the Asia-Pacific region. The organisation supports clients in sectors such as technology, infrastructure, and professional services.

This is a hands-on Senior Bookkeeper role reporting directly to senior leadership, responsible for managing the full spectrum of day-to-day accounting operations.

You will play a key role in ensuring accurate financial reporting, maintaining compliance, and supporting business decisions through timely financial insights.

#### **Key Responsibilities**

- Maintain and oversee the general ledger, ensuring accurate recording of all transactions
- Manage full spectrum of accounts payable (AP) and accounts receivable (AR)
- Perform monthly bank reconciliations and resolve discrepancies
- Prepare financial statements (monthly, quarterly, annual)

- Process payroll and ensure compliance with statutory requirements
- Monitor cash flow and prepare cash flow forecasts
- Support budgeting and financial planning activities
- Ensure compliance with tax regulations and liaise with external auditors where required
- Maintain proper documentation and filing of financial records
- Identify areas for process improvement and implement best practices

**Requirements**

- Degree in Accounting, Finance, or related field (preferred)
- Minimum 3+ years of bookkeeping / accounting experience
- Strong understanding of accounting principles and financial reporting
- Experience with accounting systems (e.g. Xero, MYOB, QuickBooks or similar)
- Proficient in Microsoft Excel
- Detail-oriented with strong accuracy
- Able to meet deadlines and work in a fast-paced environment
- Good communication and interpersonal skills
- High level of integrity and confidentiality

Dessere Leong

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会社説明