



PR/096941 | Accounts and Admin Executive (FMCG / F&B)

#### 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

1597210

#### 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06月16日 10:36

#### 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

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

You will be joining a global organisation in the FMCG / food & beverage space, with a strong international presence and operations across Asia. The Singapore office serves as a key regional hub, supporting group-level activities including business operations, procurement, and corporate functions.

This role sits within the Finance & Administration team and focuses on supporting day-to-day accounting operations alongside general office administration. The position is ideal for candidates with hands-on experience in AP/AR and financial operations, who are also comfortable handling administrative coordination in a lean office environment.

#### Key Responsibilities

##### Accounting & Finance

- Handle day-to-day accounting operations, including data entry and reconciliations

- Manage full sets of Accounts Payable (AP) and Accounts Receivable (AR)
- Maintain accurate and timely financial records and documentation
- Prepare payments, update cashbook, and monitor cash flow movements
- Process staff business trip claims and corporate credit card expenses
- Support month-end closing and audit preparation
- Assist with other finance-related tasks as required

#### Administration & Other Duties

- Perform general administrative and office support duties
- Liaise with external parties such as banks, insurers, etc.
- Handle ad-hoc tasks and provide operational support when needed

#### Requirements

- Diploma or Degree in Accounting, Finance, or a related field
- 3–4 years of relevant working experience preferred
- Proficient in Microsoft Office (especially Excel); knowledge of accounting software such as Microsoft Dynamics is a plus
- Able to work independently and meet deadlines

Dessere Leong

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会社説明