

# Accounts Executive

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**Job Title:**

Accounts Executive

**Duties and Responsibilities**Accounting Roles

- Handle full set of accounts including cash book, fixed assets and GST returns;
- Responsible for month end closing, management analysis & reporting and year end statutory reporting in compliance to Singapore Financial Reporting Standards;
- Reviews source documents to ensure accuracy, completeness and compliance to finance process;
- Investigate financial issues, analyze root causes and provide resolutions;
- Manage inter-companies' payment, balances and reconciliation;
- Response to inquiries of staff regarding finance procedures and policy, advise on best practices and controls;
- Prepare schedules and respond to queries on audit and tax matters.

Finance and Management Roles

- Participate in fixed asset, costing and inventory management;
- Assist to review existing financial procedures and recommend improvements;
- Conduct/ participate meetings, in-service training, workshop etc. for the purpose of disseminate knowledge, management of the team, conveying and/ or gathering information required to perform job functions;
- Guiding team member in resolving receivable and payable issues and operating in compliance with policy and guidelines;
- Assist in finance team announcement, recruitment, training, performance evaluation and retention activities.

Strategic Roles

- Assist in strategic planning, budget preparation and expense management programs;
- Assist on special assignment, reporting and projects.
- Assist in reviewing, improving and implementation of internal controls.

Other Roles

- Provide support in system implementation and migration;
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Requirements**

- Bachelor or Diploma in Accountancy or Finance or equivalent
- Minimum 2 - 3 years of experience handling GL accounts, preferably in the F&B industry
- Proficient in Microsoft Excel/Word (E.g. Vlookup & Pivot Table)
- Proactive individuals with a strong sense of responsibility, positivity and possess a "can do" attitude
- Suitable candidates may be considered for the role of Accountant
- Ability to start work within short notice will be an added advantage

**Contact:**

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