

# Senior Accountant

Singapore

## About the Role:

Reporting to the Finance Director, the Senior Accountant has primary responsibility to support the proper recording of the company's activities. He / She will be tasked to support the Finance Team to review existing processes in the company, and support implementation of key financial controls and drive process changes, as appropriate.

## Key Responsibilities

- Fixed Asset Accounting: ensure robust record keeping of company's fixed assets, and support full implementation of Fixed Assets accounting in Netsuite ERP.
- Balance Sheet Reconciliations: prepare the maintain monthly balance sheet schedules for key Balance Sheet Accounts like Deposits, Prepayments, Accruals balances.
- Inventory Control: Work closely with Logistics team to ensure proper record of company's Finished Goods and Raw Materials are maintained in Netsuite at month-end.
- Accounts payable: checking supplier invoices in Netsuite ERP with 3-way match, liaise with operations colleagues on Goods Receipt controls (GRN).
- Consolidate the accounts and ensure timely submission of monthly Reporting Pack to Finance Director.
- Checking, reconcile and in-charge of GST submission (GST Singapore & Australia).
- Handle Year-End audit, draft Financial statement and liaise with External Auditor.
- Liaise with tax agents to finalize the tax computation and tax submission.
- Review and recommend modifications to accounting systems and procedures.
- Liaise with Finance Director to set up and improve financial procedures.
- Participate in projects and system enhancement exercises.
- Assume other Finance and Accounting responsibilities as assigned.

## Education & Experience:

- Bachelor's degree in Accounting or equivalent professional qualifications.
- Minimum 6 – 8 years hands-on Accounting work experience post-graduate.
- Experience working with ERP systems, like SAP, Oracle or Netsuite.
- Proficient with MS Office including Advanced Excel.
- Meticulous, detail oriented and able to maintain accounting accuracy.
- Excellent organizational skills, and able to work independently.

## Essential Traits:

- Possess a good sense of urgency, and capable of meeting tight deadlines in a fast-paced and dynamic work environment.
- Takes initiative to automate and improve controls & operational efficiency in the Finance team.
- Positive and 'will do' work attitude and must be willing to liaise with multiple stakeholders.
- Strong willingness to learn and grow with the company.