

Finance Executive, Accounts Payable, Singapore

Vriens & Partners is Southeast Asia's leading government affairs consultancy, with 70 consultants and 30 senior counsellors across 8 offices in capitals around the region. We deliver nuanced and effective government affairs strategies built on trusted relationships with the highest levels of government, and with stakeholders along the entire policymaking chain.

The firm provides independent, strategic analysis and risk assessments of the political, regulatory and economic developments around Southeast Asia. Our consultants are Asia experts with extensive experience providing analysis and counsel on issues that companies and organizations face in a diverse and challenging region.

We are seeking a Finance Executive – Accounts Payable to join our growing team in Singapore on a full-time basis. This candidate will be an organized administrator, skilled at multi-tasking various issues with the different stakeholders, both internal and external, and possessing strong communication, and teamwork-related skills.

Job Description:

Assist the Finance Director and Accountant in handling the AP functions of the Company and administration of Finance Department related to timesheet compliance.

Core Responsibilities:

- Perform data entries into QuickBooks for AP function (invoices, credit notes, staff claims, credit cards, payments, petty cash)
- Maintain and preparation of month-end accruals and prepayment journal
- Monitor and manage AP Aging (including processing unpaid invoices for relevant approvals)
- Liaise with vendors on monthly account statement
- Prepare Payment Vouchers and cheque payments to suppliers
- Check staff claims and allocate the expenses according to the project and Class
- Daily maintenance of Cashbook
- Prepare GST input report
- Monitor staff timesheet submission into Timesheet System
- Prepare timesheet analysis report from Timesheet system
- Assisting in reports/returns for submission to local regulatory authorities (e.g audit, IRAS, ACRA)
- Maintain proper and systematic filing of documents (invoices, credit notes, staff claims, payments and other finance reports)
- Assist in administrative matters and any other ad-hoc assignments

Job Requirements:

- Min 3 years of relevant experience
- At least a Diploma / currently pursuing ACCA / equivalent
- Proficiency in MS Office application especially Excel
- Experience with QuickBooks accounting system preferred
- Familiar with Singapore Financial Reporting Standards, Corporate Tax and GST statutory requirements
- Meticulous, with a positive working attitude and willing to learn
- Only Singaporean or SPR can apply
- Able to work independently as well as in a team
- Able to start work immediately an advantage

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Location:

- Near Outram Park MRT

Working Hours

- 9am to 6pm
- 5-day work per week

Interested candidates should send their applications to regeen@vrienspartners.com and indicate the position being applied for in the subject line.

Please include a cover letter, current resume, and a headshot photograph. Applications are accepted on a rolling basis with a view to recruit as soon as possible.