

REGIONAL FINANCE EXECUTIVE, SINGAPORE

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Our team comprises more than 80 full-time employees representing over ten nationalities, as well as 40 senior advisors from across the region. The firm is headquartered in Singapore, with offices in Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Thailand, and Vietnam. Our clients include major multinationals across various industries, business associations and chambers of commerce, and non-governmental organizations.

As a growing advisory firm, the V&P team is looking to expand, and we are seeking a Finance Executive to join the regional office in Singapore. This position will assist the Finance Director in handling regional AR function in the Head Office Finance Department. V&P offers a challenging and fulfilling work environment, competitive remuneration, and other staff rewards and benefits.

JOB DETAILS

- Finance Executive position at Vriens & Partners (V&P)
- Full-time / Permanent role
- Based in V&P's Singapore office, with appropriate work-from-home arrangements according to prevailing Singapore Government guidelines
- Should be willing to travel for work if necessary

PRIMARY RESPONSIBILITIES

- Issuing and posting of sales invoices / credit notes
- Apply receipts into QuickBooks
- Data entries into QuickBooks for AR function, in preparation for the monthly closing activities
- Reconciliation of AR sub-ledger to general ledger
- Work closely with project manager / regional finance officers to ensure timely and accurate closing of accounts and submission of reports
- Prepare monthly financial reports, analysis of actual results and budget variances for AR
- Generate Aging Report and Ratio related to Payment performance
- Corresponding with internal/external parties on billing related issues
- Compiling output tax for GST quarterly submissions & compliance
- Keeping track of project budget in the timesheet system, in line with its billing
- Assist to review and draft client contracts
- Assist to manage project revenue recognition for management reporting
- Assist on audit matters relating to AR and Revenue management
- Maintain proper and systematic filing of documents
- Assist in administrative matters and any other ad-hoc assignments

QUALIFICATIONS

- At least 3-5 years of relevant working experience
- Experience with QuickBooks accounting system preferred
- Knowledge on IFRS115 Revenue from Contracts is a bonus
- Hands-on with attention to details, while having a broad understanding of the
- Committed, willing to learn and able to work independently and efficiently
- Strong interpersonal skills and ability to work in cross-cultural settings and in a team

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

- Excellent written and oral communication skills in English. Proficiency in other Southeast Asian languages is a bonus
- Works well under pressure and have no qualms assuming additional responsibilities
- Able to start work immediately (strong advantage)

APPLYING

Interested candidates should send their resume and a cover letter to Davin Tioe (davin@vrienspartners.com) and indicate the position being applied for in the subject line. Please note that at this time the firm can only consider Singaporeans and PRs for this position.

Applications will be evaluated on a rolling basis with a view to recruit as soon as possible.