

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

FINANCE EXECUTIVE, SINGAPORE

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Our team comprises more than 90 full-time employees representing over ten nationalities, as well as 30 advisors from across the region. The firm is headquartered in Singapore, with offices in Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Thailand, Vietnam, and Washington, DC. 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
- Should be willing to travel for work if necessary

PRIMARY RESPONSIBILITIES

- Issuing and posting of sales invoices / credit notes
- Data recording into Accounting System related to AR functions, payment receipts
- Work closely with project manager / regional finance officers to ensure timely and accurate closing of project accounts and submission of billing reports
- Coordinating with internal/external parties on billing related issues
- Keeping track of project budget in the timesheet system, in line with its billing
- Reconciliation of AR sub-ledger to General Ledger
- Assist in preparing monthly financial reports covering AR-related analysis
- Generate Aging Report and Ratios related to Payment performance
- Compiling output tax for GST quarterly submissions & compliance
- 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 5 years of relevant working experience
- Experience with Oracle Netsuite accounting system preferred
- Knowledge on IFRS115 Revenue from Contracts is an advantage
- Strong interpersonal skills and ability to work in cross-cultural settings and in a team collaboratively
- Hands-on with attention to details, while having a broad understanding of the big picture
- Committed, willing to learn and able to work independently and efficiently
- Excellent written and oral communication skills in English
- Works well under pressure and have no qualms assuming additional responsibilities
- Able to start work immediately (strong advantage)

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

Interested candidates should send their applications to regeen@vrienspartners.com and indicate the position being applied for in the subject line. Please include a photo headshot in the cover letter and indicate the following in the resume:

- Availability / notice period
- Last drawn salary