

CHASEN LOGISTIC SERVICES LIMITED

ACCOUNTANT

Location: Jurong area, Singapore

No. of Vacancies: 1

Duties & Responsibilities:

- Responsible on the preparation of Group and subsidiaries' financial and management reports.
- Responsible in consolidating, balance sheet schedules, budgeting, forecasting, variance analysis and cash flow management.
- To perform accurate and prompt date entry for AR and AP for Holdings Company
- To prepare month-end journal entries and ensuring completeness.
- To prepare accurate and prompt submission of monthly Management Reports to General Manager and Corporate Department.
- To prepare audit schedule for year-end audit purpose.
- To check and verify the accuracy of GST in Customer and Supplier invoices.
- To perform and file quarterly GST returns for Company and Holdings Company.
- To perform accurate and prompt submission of tax schedule to company tax agent for Company Tax fillings.
- To update daily receipts, payments and bank balances in order to produce weekly cash states for management use.
- To arrange of fund transfer to related company when required.
- To reconcile bank balances against bank statement and GL for Company and Holdings Company
- To prepare monthly group cash flow reports for management use.
- To perform accurate and prompt data for group banking facilities.
- To maintain all the finance related works for the Group of companies.
- To process fixed asset transaction
- To maintain and update fixed asset register.
- To perform administrative/ day-to-day management duties for the section.
- To motivate and coach junior individuals for higher performance.

Qualifications & Requirements:

- Degree in Accountancy or equivalent qualification
- At least 3 years' accounting experience in handling full sets of accounts including consolidation
- Preferably with some audit background
- Able to work under pressure and adhere to tight deadlines
- Independent, meticulous, committed team player with good problem solving and communication skills

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to jenny.chong@chasen-logistics.com. (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).