

## HUP LIAN EENGINEERING PTE LTD

### ACCOUNT EXECUTIVE

Location: Woodlands area, Singapore

No. of Vacancies: 1

#### **Duties & Responsibilities:**

You will be responsible the preparation of the Company's financial and management reports including balance sheet schedules, budgeting, forecasting, variance analysis and cash flow report.

- Prepare accurate and timely financial and management reports, including variance analysis, budget, forecast, cash flow projection and Accounts Receivable collection reports.
- Prepare Annual Budget and Quarterly Forecast by working closely with superior and Department Heads.
- Manage cash flow tightly and ensure loan covenants are complied
- Ensure compliance of internal controls in safeguarding the assets of the Company.
- Ensure compliance of all statutory and tax requirements of all legal entities by liaising and coordinating with various parties such as auditors, tax agents, government authorities, etc.
- Any ad-hoc related matters as assigned

#### **Qualifications & Requirements:**

- Diploma / Degree in Accountancy or equivalent professional qualification
- Self-motivated, details oriented and committed to meet deadlines
- Team player and has a high degree of independence and initiative
- Analytical with good problem solving and communication skills
- Knowledge of MYOB system would be an added advantage

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](mailto:jenny.chong@chasen-logistics.com). (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).