

## REI PROMAX TECHNOLOGIES PTE LTD

Job Title: SENIOR ACCOUNTANT / ASSISTANT FINANCE MANAGER

Location: Kallang, Singapore.

No. of Vacancies: 1

### **Job Scope:**

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

To succeed in this role, you should have a problem-solving attitude and be able to manage or supervise a team of finance staff to manage all aspects of the Finance functions.

### **Duties and Responsibilities:**

- Prepare accurate and timely financial and management reports, including consolidation, variance analysis, budget, forecast, cash flow projection and Accounts Receivable collection reports.
- Prepare Annual Budget and Quarterly Forecast by working closely with Business Units and Department Heads.
- Provide business decision support and analysis by providing financial advice to the Business Units.
- 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.
- Supervise a team of accounting staff and build a strong and collaborative finance team capable to act as business partner to other business colleagues.
- Any ad-hoc matters as assigned.

### **Requirements and Qualifications:**

- Degree in Accountancy or equivalent professional qualification with at least 3 years' of relevant experience. Audit experience in big four would be advantageous.
- 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.
- High level of proficiency in Excel.
- 5-day work week.

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