

GOH KWANG HENG 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 management.

- 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.
- 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.
- Ensure timely preparation of invoices to customers and input into the system
- Follow up with customers on the collection and prepare weekly accounts receivable report on collections.
- Verify suppliers' invoices and ensure that they are approved by Department Head before inputting into the system
- Ensure timely preparation of payment to suppliers according to the payment cycle
- Prepare monthly bank reconciliation, quarterly GST reports and any other adhoc assignments assigned
- 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
- High level of proficiency in Excel
- Strong technical accounting knowledge on IFRS.

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).