

CHASEN LOGISTIC SERVICES LIMITED

FINANCE MANAGER

Location: Jurong area, Singapore

No. of Vacancies: 1

Duties and Responsibilities:

You will be responsible for all aspects of the finance and accounting functions which include financial and management reporting, consolidation, budgeting, variance analysis, audit, taxation, cash flow management. You will also play an active role in reviewing and recommending measures for continuous improvement in internal controls and business processes.

- Act as business partner to Business Unit Head and Department Heads in optimizing revenue and containing costs.
- Responsible for the preparation of financial and management reports including balance sheet schedules, budgeting, forecasting, variance analysis and cash flow management.
- Responsible for the preparation of project accounting including monitoring the billing and costs accordingly to the approved project budget
- Ensure timely and accurate submission of weekly AR and Cash Flow reports and monthly financial reports and supporting schedules according to the Group's timeline.
- Ensure timely and accurate reconciliation of intercompany ("INCO") balances
- Work closely with Business Unit Head and Department Head to prepare annual budget and monthly and quarterly forecast
- Ensure compliance of statutory and tax requirements of all legal entities. Responsible to liaise with auditors, tax agents and other regulatory bodies and provide the necessary schedules as required.
- Ensure timely and accurate submission of quarterly GST return and necessary tax returns to the Authorities.
- Manage Company's cash flow tightly and ensure sufficient funds are available for daily operations through close monitoring of cash flow on daily, weekly and monthly basis . Ensure compliance with loan covenants.
- Ensure compliance with the Group Financial Control Manual with regard to the integrity of financial reporting and records as well as compliance with internal controls relating to the safeguarding the assets of the entities.
- Develop and motivate finance staff to maximize their full potential for the company.
- Ad-hoc responsibilities as assigned by the Company.

Requirements and Qualifications:

- Degree in Accountancy or equivalent qualification
- Minimum 3 to 5 years of relevant experience in managerial role
- Preferably with some audit background
- Strong leadership with good communication and interpersonal skills
- Able to work under pressure and adhere to tight deadlines
- Posses strong sense of responsibility, integrity and result oriented

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).