

Straits International

<https://www.straitsintl.com.sg/careers/job-3/>

Finance Officer

Employment Type

Full Time Position

Description

We are looking for candidates who possess good leadership qualities, strong drive for achievements, excellent analytical abilities, communication and interpersonal skills.

Responsibilities

- Process invoices and claims
- Prepare journals
- Monitor budget utilisation
- Perform regular reconciliation of general ledger
- Review exception reports on financial transactions and carry out checks on the exceptions
- Assist Director of Finance in the preparation of budget proposals and management reports
- Perform banking and monitor receipts
- Liaise with internal and external auditors, prepare audit schedules and handle audit queries
- Any other duties as may be assigned by Director of Finance

Qualifications

- O/A Level qualifications, preferably with relevant work experience in Finance and Accounting
- Proficient in Microsoft Excel
- Strong interpersonal, communication (verbal and written) and analytical skills
- Meticulous, organised and resourceful

Contacts

Interested applicants may send in your resume to recruit@straitsintl.com.sg. Only shortlisted candidates will be notified.

Hiring organization

The Straits International

Date posted

December 10, 2019