

# **ISCA**

# **Accounta-Poly**

# **Career Day**

8 June 2024

JOB LISTING BOOKLET



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

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**#1 BDO SINGAPORE**

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Accounting Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>Responsible for the timely preparation of all daily, weekly, monthly, quarterly and yearly accounting and/or taxation reports, including new regulatory related. Inputting journal entry into accounting system</li> <li>Processing account payables and account receivables functions including liaise with vendors, reconcile account balances with general ledger and correct variances</li> <li>Performing monthly bank reconciliation and follow up on all outstanding items</li> <li>Conducting periodic account closing operation</li> <li>Maintaining a neat and proper filing system for all accounting and/or taxation reporting documents</li> <li>Participate in other duties as assigned by superior. Other activities related to accounting management</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>Degree in Accounting, ACCA or its equivalent which is recognized by ISCA</li> <li>Cultivate an engaging work environment that promotes a shared commitment to excellence for the firm's quality, client service, people, and financial objective</li> <li>Ability to work independently, communicate effectively and possess strong interpersonal skills</li> </ul>	<p>5 days 8:45am to 5:45pm</p> <p>NORTH BRIDGE ROAD</p>
<b>Audit Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>Responsible for audit planning, system review and audit fieldwork</li> <li>Carry out audit work of companies in various industries.</li> <li>Prepare statutory financial statements and audit finalization reports</li> <li>Perform internal control testing. Familiar with regulatory and reporting requirements</li> <li>Cultivate an engaging work environment that promotes a shared commitment to excellence for achieving the firm's quality, client service, people, and financial objective</li> <li>Provide quality assurance of audit file</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>Degree in Accounting, ACCA or its equivalent which is recognized by ISCA</li> <li>Cultivate an engaging work environment that promotes a shared commitment to excellence for the firm's quality, client service, people, and financial objective</li> <li>Ability to work independently, communicate effectively and possess strong interpersonal skills</li> </ul>	<p>5 days 8:45am to 5:45pm</p> <p>NORTH BRIDGE ROAD</p>
<b>Corporate Advisory Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>Be a key member and assist in the execution of financial due diligence or other transaction support related assignments</li> <li>This includes assisting in coordinating the work performed by multiple services lines and regional teams</li> </ul>	<p>5 days 8:45am to 5:45pm</p> <p>NORTH BRIDGE ROAD</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Analyse historical financial data and identify operational and key business trends, assessment of quality of earnings and working capital impacting valuation of the target company</li> <li>• Participate in meetings with target company management and client personnel. Assist in the preparation of reports setting out the analysis of historical financial data</li> <li>• Assist in other advisory work such as mergers &amp; acquisitions (“M&amp;A”), valuation, business planning and reorganisation</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Degree in Accountancy; professional accounting qualifications or finance-related discipline</li> <li>• Internship experience in the areas of transaction support will be an added advantage</li> <li>• Sound analytical and report writing skills with the ability to interpret data.</li> <li>• Sound knowledge in Microsoft Excel and PowerPoint.</li> <li>• Self-motivated and able to work well within a team environment</li> </ul>	
<p><b>Financial Services Group Associate</b></p>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• You will provide assurance-related services for financial services clients in relation to the regulatory environment, across different industry sectors</li> <li>• For regulatory audit, you will understand the relevant regulatory requirements and perform procedures in assessing the regulated financial institutions' compliance with the relevant laws and regulations</li> <li>• For internal audit, you will perform procedures to evaluate the adequacy and effectiveness of the internal controls, perform a regulatory health check on key business areas, recommend improvement in controls and assess compliance with the policies and procedures and sound business practices as well as compliance with relevant regulatory requirements</li> <li>• For regulatory compliance advisory, you will understand the relevant requirements for providing compliance advisory to our financial services clients and preparing and/or reviewing regulatory returns for their submission to the regulators</li> <li>• You will be exposed to diversified projects across different industry/sector</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Degree in Accounting, ACCA or its equivalent which is recognized by ISCA</li> <li>• Cultivate an engaging work environment that promotes a shared commitment to excellence for the firm’s quality, client service, people, and financial objective</li> <li>• Ability to work independently, communicate effectively and possess strong interpersonal skills</li> </ul>	<p>5 days 8:45am to 5:45pm</p> <p>NORTH BRIDGE ROAD</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<p><b>Internal Audit Associate</b></p>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Plan, coordinate and perform internal audits of financial and operational processes within time budgets, timescales, and professional requirements</li> <li>• Provide risk advisory audit support to audit engagements on regulatory and compliance matters</li> <li>• Prepare detailed working papers and supporting documents</li> <li>• Prepare internal audit reports including audit observations and recommendations on business processes and enhancement of internal controls</li> <li>• Be involved in audit planning process.</li> <li>• Participate in fieldworks and inform engagement managers on job status</li> <li>• Conduct presentations of audit findings and advise our clients on regulatory and compliance matters, including but not limited to reviewing and formulating recommendations for processes and controls in compliance with regulatory requirements. Monitor progress, manage risk, and ensure key stakeholders are kept informed about progress and expected outcomes</li> <li>• Able to work independently, as well as in teams with willingness to learn and be coachable</li> <li>• Other duties as directed by your managers</li> </ul>	<p>5 days 8:45am to 5:45pm</p> <p>NORTH BRIDGE ROAD</p>
	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Degree in Accounting, ACCA or its equivalent which is recognized by ISCA</li> <li>• Cultivate an engaging work environment that promotes a shared commitment to excellence for the firm’s quality, client service, people, and financial objective</li> <li>• Ability to work independently, communicate effectively and possess strong interpersonal skills</li> </ul>	
<p><b>Restructuring and Forensic Associate</b></p>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Level consulting, financial analysis and modelling skills, in areas of financial restructuring and forensic investigations</li> <li>• Identify issues affecting business operations and profitability and work as a team to resolve issues.</li> <li>• Maximize business values and realization of assets for the benefit of stakeholders.</li> <li>• Analyze records and transactions to gather evidence for litigation support purposes</li> </ul>	<p>5 days 8:45am to 5:45pm</p> <p>NORTH BRIDGE ROAD</p>
	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Degree in Accounting, ACCA or its equivalent which is recognized by ISCA</li> <li>• Cultivate an engaging work environment that promotes a shared commitment to excellence for the firm’s quality, client service, people, and financial objective</li> <li>• Ability to work independently, communicate effectively and possess strong interpersonal skills</li> </ul>	

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Tax Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>Assist the Managers and Directors in providing comprehensive and effective tax compliance and advisory services to a portfolio of corporate clients in a diverse range of industries</li> <li>Prepare income tax and GST compliance work and basic tax advisory for portfolio of clients including public listed companies, multi-national companies and SMEs.</li> <li>Handle tax reviews, tax audits, tax planning and group restructuring and inquiries</li> <li>Preparation and review of corporate tax returns and assisting clients in dispute resolutions and enquiries from the tax authority</li> <li>Handling project and engagement management including work planning, scheduling, budgeting, associated analysis and documentation</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>Degree in Accounting, ACCA or its equivalent which is recognized by ISCA. Cultivate an engaging work environment that promotes a shared commitment to excellence for the firm's quality, client service, people, and financial objective</li> <li>Ability to work independently, communicate effectively and possess strong interpersonal skills</li> </ul>	<p>5 days 8:45am to 5:45pm</p> <p>NORTH BRIDGE ROAD</p>

## #2 CLA GLOBAL TS HOLDINGS PTE. LTD.

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Audit Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>Assist audit engagement teams in performing various assurance and testing work for a diverse portfolio of clients in different industries</li> <li>Assist to prepare audit working papers in accordance with the engagement objectives and planned audit approach</li> <li>Interact with audit clients to collect all the necessary data/information, set-up and maintain audit files, prepare leads, etc</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>Degree or Diploma in Accountancy, ACCA, CA or equivalent professional qualification</li> <li>Proficient in MS Office applications</li> <li>Good oral and written communication skills</li> <li>Candidates with 2 years audit experience will be considered for Experienced Associate</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm</p> <p>Robinson Road</p>
<b>Audit Senior</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>Assist in planning, executing, and finalizing of all areas of the audit assignments of small and medium sized clients listed on Singapore Stock Exchange in various industries</li> <li>Identify and discuss accounting, auditing and or other reporting issues with manager and/or partner</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm</p> <p>Robinson Road</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Review for completeness and adequacy, the audit working papers prepared by junior members within the engagement team</li> <li>• Manage client's expectation and provide timely updates and or feasible solutions on their queries</li> <li>• Prepare recommendation letter to client to improve control and enhance business efficiency as well as any required special report</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Degree or Diploma in Accountancy, ACCA, CA or equivalent professional qualification</li> <li>• Candidates with more than 4 years of proven and relevant audit experience will be considered for a senior position.</li> <li>• Candidates with 2 years audit experience will be considered for Semi senior position</li> <li>• Proficient in MS Office applications</li> <li>• Good oral and written communication skills</li> </ul>	
<b>Finance Associate/ Executive</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Assist in handling Full Set of Accounts consisting of AR &amp; AP</li> <li>• Preparation of monthly &amp; quarterly Reports for Management review</li> <li>• Perform general ledger data entry</li> <li>• Handle invoices, cheque payments and petty cash claims.</li> <li>• Generate Cash Flow reports</li> <li>• Preparation of all necessary information for Audit purposes.</li> <li>• Preparation for timely submission of GST returns</li> <li>• Perform month end &amp; year end closing</li> <li>• Any other Ad-Hoc duties to be assigned</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Candidates with minimum 1 year of relevant experience is preferred</li> <li>• Good interpersonal skills, meticulous and organized</li> <li>• Ability to work independently and complete task with tight deadlines</li> <li>• Proficient in MS Office applications and knowledge of MYOB Software is an advantage</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm</p> <p>Robinson Road</p>
<b>Insolvency and Restructuring Associate/ Senior</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Assist in planning, execution and finalization of simple insolvency, forensic accounting, and litigation support assignments</li> <li>• Gathering information from books/records of clients and third parties Debtors' recovery and assets realization</li> <li>• Adjudication of creditors' claims</li> <li>• Investigation of past transactions</li> <li>• Assist with financial review and preparation of restructuring proposals</li> <li>• Any other adhoc duties as assigned</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Degree or Diploma in Accountancy, ACCA or equivalent professional qualifications</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm</p> <p>Robinson Road</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Candidates with 1 year of audit experience in PAC firms and keen to specialize in Insolvency &amp; Restructuring may apply.</li> <li>• 3 years of working experience as above will be considered for Senior position</li> <li>• Able to work independently and in a team, to manage the project and meet project deadlines.</li> <li>• Strong business acumen and logical thinking and analytical skills</li> <li>• Possess a strong command of English (Written and Spoken) and interpersonal skills</li> </ul>	
<p><b>Risk Advisory Associate/ Senior (Internal Audit)</b></p>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Risk management and internal controls have evolved along with business model changes, economic and regulatory developments</li> <li>• As partners to our clients, we assist in providing value-added recommendations to the delicate balancing act of managing growth expectations, multi-faceted business risks and compliance requirements</li> <li>• This role offers a fantastic opportunity for experienced and aspiring auditors to work with our diverse team across various risk advisory services provided for our private sector and public sector clients</li> <li>• Successful candidates can look forward to participating in various projects such as internal controls review, forensic accounting, enterprise risk management, personal data protection act(PDPA) compliance, initial public offering(IPO) controls review and compliance management</li> <li>• Participate in different engagements across various organisations</li> <li>• Assess the adequacy and effectiveness of internal controls through conducting process walkthroughs and documentation testing</li> <li>• Perform compliance reviews related to regulatory requirements, guidelines and/or established policies</li> <li>• Combine data analytics with analytical skills and critical thinking to pinpoint issues and ability to deep dive to find the ultimate root cause(s)</li> <li>• Conduct risk discussions and assessments of risk profile and highlight key risks for reporting.</li> <li>• Preparation of project deliverables such as plans, working papers and reports</li> <li>• Participate in introductory and closing meetings with clients.</li> <li>• Senior Associates can look forward to developing their leadership skills through review and supervising an engagement team as well as client management skills</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Accountancy and certifications such as CA, ACCA,CPA; CIA qualification will be an added advantage</li> <li>• Minimum 1 year experience for Associates in operational, ISO, compliance, risk management or financial reviews/audits</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm</p> <p>Robinson Road</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Candidate with more than 2 years of experiences may consider for Senior position</li> <li>• Strong interpersonal and communication skills</li> <li>• Possess good writing and analytical skills</li> <li>• Adept at Excel, MS Word and MS Powerpoint</li> <li>• Able to travel on overseas work assignments</li> <li>• Keen interest and initiative to learn, self-driven and a team player</li> </ul>	
<b>Sustainability Reporting Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• It is now an imperative for businesses to transform the way they plan, execute and operate to achieve a sustainable future for themselves.</li> <li>• Consequently, there is increasing expectation from all stakeholders for businesses to disclose their performance and plans with respect to their ESG (environment, social, governance) matters through meaningful ESG thought leadership and strategy setting</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Understand current trends and developments on climate change and sustainability including knowledge of low or zero-carbon technology, Renewable Energy, Carbon Markets, Energy Attribute Certificates (RECs) and Carbon Credits</li> <li>• Have keen interest and knowledge in key sustainability issues and ESG reporting</li> <li>• Have knowledge of GHG Protocol and categories of carbon emissions</li> <li>• Understand sustainability reporting for a business and be well versed in sustainability reporting frameworks i.e., GRI Standards</li> <li>• Possess good number-crunching skills, good writing and analytical skills and be adept at use of Excel/MS Word</li> <li>• Have experience in project management as you are required to liaise with various clients on projects</li> <li>• Having knowledge on science-based targets is an advantage.</li> <li>• Possess a Degree Preferably in Environmental sciences/studies, Environmental Engineering or Environment Management or any other engineering/technical disciplines</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm</p> <p>Robinson Road</p>
<b>Tax Associate (Corporate Tax/GST)</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Tax</li> <li>• Assist and support in providing tax compliance and advisory services to clients spanning various industries</li> <li>• Prepare clients' corporate and individual tax returns, including estimated chargeable income filing and withholding tax returns</li> <li>• Assist clients in responding to queries from the tax authorities.</li> <li>• Attend to queries from clients and all matters arising from a portfolio of clients</li> <li>• GST</li> <li>• Applying for GST registration/de-registration</li> <li>• Preparing, reviewing and filing GST quarterly returns</li> <li>• Assisting clients to apply for certain GST relief schemes</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm</p> <p>Robinson Road</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Attending to GST queries raised by IRAS</li> <li>• Conducting GST health checks, ASK and ACAP reviews for clients</li> <li>• Handling GST audits and investigations</li> <li>• Making voluntary disclosure of errors to IRAS</li> <li>• Applying for advance rulings on the GST treatment of proposed transactions</li> </ul>	
	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Preferably Degree in Accountancy or equivalent professional qualification in Accountancy or Tax preferred</li> <li>• Positive attitude with great communication skills, meticulous, analytical and the ability to work effectively in a team</li> <li>• Strong in written and verbal English</li> <li>• Good knowledge of tax laws and regulations</li> <li>• Good report writing and interpersonal skills</li> </ul>	

### #3 CROWE HORWATH FIRST TRUST LLP

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Staff Accountant (Audit Associate)</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• To assist in financial model development and review assignments, and to take responsibility for the quality and accuracy of such assignments</li> <li>• Develop an understanding of the Crowe Horwath Audit Methodology and Caseware Auditing Software</li> <li>• Obtain understanding of the client's systems of internal controls (accounting and operating procedures) and carries out independent testing of the client's internal controls</li> <li>• Perform analytical review procedures and other substantive audit procedures for clients both based locally and overseas in various industries</li> </ul>	5 days 8.30am to 5.30pm  Raffles Place
	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Min. Polytechnic Diploma candidates from Accountancy or related discipline and/or equivalent professional qualification</li> </ul>	

### #4 FOO KON TAN LLP

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Associate Director/ SM/M, Professional Standards &amp; Assurance</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• We invite professionals with relevant experience to join our team for the responsibilities: Research and develop/update technical publications, templates, practice aids and/or training materials</li> <li>• Provide technical consultations, including review of consultation paper</li> <li>• Conduct reviews of audit and assurance engagements and/or financial statements</li> <li>• Participate in other ad-hoc technical projects</li> </ul>	5 days 8 hours  Raffles Place

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	Job Requirement: <ul style="list-style-type: none"> <li>• Degree</li> </ul>	
<b>Associate Director/ SM/M, Professional Standards &amp; Quality Control</b>	Job Description: <ul style="list-style-type: none"> <li>• We invite professionals with relevant experience to join our team for the responsibilities:</li> <li>• Ensure adherence to professional standards and regulatory requirements</li> <li>• Design and implement quality management policies and procedures</li> <li>• Evaluate system of quality management control through firm-level and engagement-level reviews and document defects and/or recommendations for improvement</li> <li>• Participate in technical projects and consultations</li> <li>• Direct use and provide training on the firm-tailored auditing tool</li> <li>• Train personnel about professional standards and regulatory requirements</li> </ul> Job Requirement: <ul style="list-style-type: none"> <li>• Degree</li> </ul>	5 days 8 hours  Raffles Place
<b>Associate, Tax</b>	Job Description: <ul style="list-style-type: none"> <li>• You will work closely with the Tax Practice Leader and play an important role as a member of our team</li> <li>• Your responsibilities include: Assist with the preparation and submission of income tax returns for corporate, individual clients and GST</li> <li>• Assist with preparing tax computations, tax returns and other documents</li> <li>• Corresponding with the tax authorities as required. Ensure proper documentation and filing</li> <li>• Uphold professional and ethical standards</li> <li>• Assist in ah-hoc tasks as assigned by supervisors</li> </ul> Job Requirement: <ul style="list-style-type: none"> <li>• Degree</li> </ul>	5 days 8 hours  Raffles Place
<b>Associate /Senior, Business Risk Services</b>	Job Description: <ul style="list-style-type: none"> <li>• Your responsibilities include: Demonstrate an understanding of risks and internal control objectives of business processes</li> <li>• Demonstrate a general awareness of general internal audit standards and best practice corporate governance and internal control frameworks</li> <li>• Conduct interviews and walkthroughs to assess internal control designs and identify design gaps</li> <li>• Conduct test of operating effectiveness</li> </ul> Job Requirement: <ul style="list-style-type: none"> <li>• Degree</li> </ul>	5 days 8 hours  Raffles Place
<b>Associate/ Senior Recovery and Reorganisation</b>	Job Description: <ul style="list-style-type: none"> <li>• We offer excellent professional opportunities for those interested in seeking a long-term career growth for the following expectations: Assist in the administration of corporate insolvency and restructuring assignments such as liquidation, judicial management, receivership, scheme of arrangement and debt restructuring</li> </ul>	5 days 8 hours  Raffles Place

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• There is also opportunity to participate in litigation support assignments</li> <li>• Responsibilities for each liquidation assignments include but not limited to the following: Issue letters to relevant parties</li> <li>• Take over of company premises and books and records of the company</li> <li>• Liaise with debtors for recovery of debt</li> <li>• Participate in the sale process of assets</li> <li>• Handle queries on the filing of Proof of Debts and adjudicate Proof of Debt</li> <li>• Prepare liquidators' receipts and payments. Attend meeting of creditors and/or members</li> <li>• Review of past transactions prior to liquidation if needed</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Degree</li> </ul>	
<b>Audit Intern</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• As an intern for the Assurance, your responsibilities may include: working as part of an audit team to complete, or assist in the completion of audit tasks which includes financial and statutory audits of companies</li> <li>• Assist the team to perform analytical review of audit documents</li> <li>• Assist the team with the preparation of supporting documents to support the opinion in the financial statements</li> <li>• Assist the team with vouching of audit documents. Assist the team to perform statutory reviews</li> <li>• Assist the team to perform administrative works such as referencing, casting, indexing, etc</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• O level / A level</li> </ul>	<p>5 days 8 hours</p> <p>Raffles Place</p>
<b>Audit Officer/ Associate/ Senior, Assurance</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• We invite highly motivated professionals to join our team.</li> <li>• Your responsibilities include: Working as part of an audit team to complete or assist in all areas for the completion of audit tasks</li> <li>• Conducting financial and statutory audits of companies which are engaged in every aspect of industrial, commercial and business activity</li> <li>• Assist the team with vouching of audit documents</li> <li>• Reviewing financial statements and statutory accounts</li> <li>• Applying up-to-date auditing techniques in companies' audit</li> <li>• Assist with team to perform analytical review of audit documents</li> <li>• Assist with preparation of supporting documents to support the opinion in the financial statements</li> <li>• Assist the team to perform statutory reviews. Assist the team to perform administrative works such as referencing, casting, indexing, etc</li> <li>• Assist in ad-hoc tasks as assigned by superiors</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Diploma / Degree</li> </ul>	<p>5 days 8 hours</p> <p>Raffles Place</p>

**#5 HELMI TALIB LLP**

<b>Job Positions</b>	<b>Key Responsibilities Pre-requisites</b>	<b>Working Hours / Location</b>
<b>Administration Executive</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Reporting to the Human Resource Director, the Administration Executive will join the Helmi Talib Group’s Corporate Services team who work to support the delivery of Accounting and Finance projects to a client portfolio of a broad range of industries based across the US, EMEA and Asia</li> <li>• His/ Her main job responsibilities are focused in ensuring the smooth operation of our office, managing administrative tasks, and supporting our HR operations.</li> <li>• Responsibilities - Administration</li> <li>• Execute general office management which includes the following but not limited to: <ul style="list-style-type: none"> <li>• Handling / answering phone calls in a professional manner and routing calls to corresponding department</li> <li>• Coordinating pick-up and delivery of international and domestic mails, courier items/packages</li> <li>• In-charge of ordering, receiving, stocking, and distributing pantry and stationery supplies</li> <li>• Assist in maintaining office supplies inventory and ensuring office equipment is in good working condition</li> <li>• Maintain cleanliness and orderliness of common areas including the conference rooms and pantry</li> <li>• Set-up and coordinate reservation of conference and meeting rooms</li> <li>• Collaborate with various departments to facilitate smooth interdepartmental communication and coordination</li> <li>• Assist office management budgeting process and the day-to-day financial operations including payment processing to vendors, suppliers, and government agencies online or physical <ul style="list-style-type: none"> <li>• payment to bank branch etc</li> </ul> </li> <li>• Support the HR and Marketing team in various operational tasks such as managing office <ul style="list-style-type: none"> <li>• events, employee engagement activities and programs</li> </ul> </li> <li>• Human Resource Operations : <ul style="list-style-type: none"> <li>• Serve as the main point of contact for all employees</li> <li>• Participate in the recruitment and selection process by reviewing resumes and applications, conducting initial phone interviews, administration of online assessments, scheduling job interviews, assisting in the interview process to the selected candidates</li> </ul> </li> <li>• Assist with new employee orientation and coordinate with HR Director in setting up a designated log-in, workstation, email address, and other software related access</li> <li>• Ensure employee records such as timesheets, work from home, and paid leave (i.e., annual, sick, birthday etc) are updated in system</li> </ul> </li> </ul>	<p>5 days 9AM to 6PM/ 10AM to 7PM</p> <p>Cecil Street</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Maintain and regularly update master databases (personnel files, HR Cursor database, etc.) of each employee</li> <li>• Assist in the preparation of payroll calculation, performing payroll reconciliation, preparing payroll accounting, and reports, etc</li> <li>• Prepare and process statutory contributions payments and other payroll matters related matters</li> <li>• Update and maintain proper filing of employee documentation, e.g., employees' staff list, medical insurance policies</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• University/ Diploma</li> <li>• 1-3 years of experience in Administration, Operations, or Human Resources. • Proficient with MS Office Suite (MS Word, MS Excel and MS PowerPoint are essential)</li> <li>• Organised, accurate, thorough, and able to monitor work for quality</li> <li>• Resilient and able to adapt well in a highly fast-paced and dynamic environment</li> <li>• Strong interpersonal and people skills</li> <li>• Responsible, accountable and discreet with sensitive/ confidential information</li> <li>• Fluent in written and spoken English</li> </ul>	
<b>Audit Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Assist the Audit Manager, or equivalent, in performing audit and assurance engagement activities, undertaking specific tasks in the planning, execution and delivery stages of the audit under supervision</li> <li>• Perform tasks on audit and assurance engagements in compliance with the Singapore Financial Reporting Standards, Singapore Standards on Auditing, Singapore Companies Act and the Ethics Pronouncements in Singapore</li> <li>• Review financial statements in accordance with the Singapore Financial Reporting Standards, Singapore Standards on Auditing, Singapore Companies Act and the Ethics Pronouncements in Singapore</li> <li>• Execute assigned engagement-related tasks under supervision, including tests of controls, analytical procedures, substantive tests and collection of evidence to corroborate information as part of the audit program</li> <li>• Validate the accuracy of information accompanying the audit report, perform data analysis and identify significant accounting and auditing issues present in the data</li> <li>• Act in accordance with the Singapore Standards in Auditing, Ethics Pronouncements in Singapore, the Singapore Companies Act and the Singapore Financial Reporting Standards when providing audit and assurance services.</li> <li>• Identify ethical conflicts in the work environment</li> <li>• Ensure compliance with the firm's quality control procedures.</li> </ul>	<p>5 days 9AM to 6PM/ 10AM to 7PM</p> <p>Cecil Street</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Team player, working cooperatively and communicating effectively in the work environment. Identify areas for personal development to improve work performance</li> </ul>	
	Job Requirement: <ul style="list-style-type: none"> <li>Degree in Accountancy/ Diploma in Accountancy</li> <li>Fluent in written and spoken English</li> <li>MS Office Suite</li> <li>Open Source Research Tool</li> </ul>	

## #6 IN.CORP GLOBAL PTE. LTD.

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Accounting and Finance Associate / Senior Associate</b>	Job Description: <ul style="list-style-type: none"> <li>Handle full sets of accounts including reconciliations, payroll, cash flow, month/year end closing, GST and year-end audit schedules for clients</li> <li>Preparation of financial reports and tax (If required)</li> <li>Able to work in teams and support the Managers/Team Heads in meeting targets</li> <li>Attend and facilitate (as appropriate) all status meetings, client meetings and client calls</li> <li>Able to communicate effectively with departments and clients to ensure a timely completion of work</li> <li>Other accounting duties or assignments</li> <li>Other ad-hoc duties or assignments</li> </ul> Job Requirement: <ul style="list-style-type: none"> <li>Degree in Accountancy/ACCA/CPA/CA or equivalent</li> <li>At least 1-3 years of accounting experience, including experience in the related fields</li> <li>Meticulous and good analytical skills</li> <li>Able to work under pressure and tight deadlines</li> <li>IT Savvy and knowledge of accounting software required</li> <li>Can work independently with minimum supervision</li> <li>Results driven</li> </ul>	Mon to Fri 9am to 6pm  Cecil Street
<b>Corporate Secretarial Associate / Senior Associate</b>	Job Description: <ul style="list-style-type: none"> <li>Assist Manager/Assistant Manager in handling a portfolio of clients, including liaising with auditors</li> <li>Prepare Directors' and Shareholders' resolutions</li> <li>Ensure compliance with statutory requirements and managing filing deadlines of AGM and Annual Return documents and advise clients on compliance requirements</li> <li>Update and maintain the statutory registers and clients' records in database</li> <li>Other corporate or ad-hoc duties as required</li> </ul>	Mon to Fri 9am to 6pm  Cecil Street
	Job Requirement: <ul style="list-style-type: none"> <li>Degree / Diploma in Business Administration or Law. Other qualification will be considered</li> </ul>	Mon to Fri 9am to 6pm  Cecil Street

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Prior experience in relevant field will be an advantage. Training will be provided</li> <li>• Excellent written and verbal communication skills</li> <li>• Positive working attitude, pro-active, good team player and able to work independently with minimal supervision</li> <li>• Able to work under pressure</li> </ul>	
<b>Tax Senior Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Assist in ensuring clients' compliance with the tax regulations and meet the relevant tax filing obligations and timelines for both corporate tax and individual tax.</li> <li>• Assist in the preparation of individuals, sole proprietorship, partnership, corporate and withholding tax computations for a portfolio of clients.</li> <li>• Ensure timely completion of all assigned deliverables and deliver quality tax services to the clients.</li> <li>• Engage in open communication and obtain feedback on existing processes to enhance efficiency, service delivery, and assess areas for improvement.</li> <li>• Develop and maintain professional relationships with clients and internal departments.</li> <li>• Mentor and guide juniors/interns.</li> <li>• Other ad-hoc duties as assigned from time -to-time.</li> </ul>	<p>Mon to Fri 9am to 6pm</p> <p>Cecil Street</p>
	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• You should have a Diploma in Accountancy, a Degree preferably in Accountancy or a equivalent professional accounting qualifications such as ACCA, CPA.</li> <li>• Pursuing or possessing an accreditation by SCTP will be an added advantage</li> <li>• At least 1 year of relevant working experience preferably in the area of Singapore tax. Applicants with more than 3/4 years of relevant working experience in similar role, will be considered for Senior Associate level.</li> <li>• Basic GST knowledge will be advantageous but not compulsory.</li> <li>• Fluent in English communications, both verbal and written</li> <li>• Proactive, and possess good analytical skills</li> <li>• Demonstrate ability to problem solve, committed, and show strong resilience when faced with issues.</li> <li>• A good team player and possess good interpersonal skills</li> <li>• Ability to prioritize work allocated and capable of working under tight deadlines</li> <li>• Meticulous, organized and methodical</li> <li>• Self-motivated</li> </ul>	<p>Mon to Fri 9am to 6pm</p> <p>Cecil Street</p>

**#7 KLP LLP**

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	Job Description:	Mon to Fri

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Audit Assistant</b>	<ul style="list-style-type: none"> <li>Support the planning, execution and delivery of audit engagements</li> </ul>	8.30am to 5.30pm (can start work anytime between 7:30am to 9:30am and end correspondingly between 4:30pm to 6:30pm)  Mackenzie Road
	Job Requirement: <ul style="list-style-type: none"> <li>Positive attitude</li> <li>Ability to work independently and as a member of a team</li> </ul>	

## #8 Forvis Mazars LLP

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Accounting &amp; Advisory Associate</b>	Job Description: <ul style="list-style-type: none"> <li>Develop your understanding of the: business model, drivers of financial performance and accounting and tax risks for each of the clients in your portfolio</li> <li>Ensure accurate recording of accounting transactions and analyse financial information, to prepare meaningful monthly management accounts and supporting schedules</li> <li>Prepare financial statements under SFRS and other international GAAP</li> <li>Prepare GST returns and assist with tax compliance matters.</li> <li>Coordinate with external parties including external auditors, tax agents, corporate secretarial and government authorities, where required</li> <li>Work with other Mazars teams, domestic and international, to meet client's needs</li> <li>Establish good client relationships through positive interactions with the client's team</li> <li>Involve in any other adhoc duties as assigned</li> </ul>	5 days 8.45am to 5.30pm  Cecil Street
	Job Requirement: <ul style="list-style-type: none"> <li>Bachelor or Diploma in Accountancy, or related Finance disciplines</li> <li>Candidates with no experience are welcome to apply!</li> <li>Good knowledge of Microsoft Excel; knowledge of accounting software (XERO, SAP and/or NetSuite) is an advantage</li> <li>Team player with good communication, interpersonal and client servicing skills</li> <li>Meticulous, attention to detail and good organisational skills</li> <li>Able to work under pressure and tight deadlines</li> </ul>	
<b>Audit Associate</b>	Job Description: <ul style="list-style-type: none"> <li>Prepare and/or review of audit documentation for corporate governance and financial reporting</li> <li>Execute assigned engagement-related tasks in compliance with professional standards</li> </ul>	5 days 8.45am to 5.30pm  Cecil Street

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Propose resolutions to significant accounting and auditing issues</li> <li>Review information accompanying the assurance report in accordance with applicable framework</li> </ul>	
	Job Requirement: <ul style="list-style-type: none"> <li>Diploma / Degree in Accountancy or equivalent professional qualification</li> <li>1 to 3 years and 2 to 5 years of relevant experience will be considered for Associate and Senior role respectively, but candidates with no experience are also welcome to apply!</li> <li>Good communication and interpersonal skills</li> <li>Able to work independently as well as a team player</li> </ul>	

## #9 NEXIA SINGAPORE PAC

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Assistant Manager</b>	Job Description: <ul style="list-style-type: none"> <li>Play a key role in the planning, execution and completion of audit engagements, with particular focus on complex assignments</li> <li>Provide guidance and expertise to professional staff and participate in the conduct of a wide range of assurance services</li> <li>Understand the clients' industry, key performance drivers, business trends, and emerging technical and industry developments</li> <li>Plan engagement objectives to ensure compliance with professional standards and appropriately address risk</li> </ul>	5 days 9 am to 6 pm  Robinson Road
	Job Requirement: <ul style="list-style-type: none"> <li>Sound knowledge of Singapore Financial Reporting Standards and Singapore Standards on Auditing</li> <li>Excellent interpersonal, written and verbal communication skills</li> <li>The ability to read and interpret technical standards and routine commercial contracts is essential.</li> <li>Possess a strong affinity for numbers and ability to interpret financial data</li> <li>Demonstrate an ability to lead and motivate others</li> <li>Have strong initiative and self-motivation</li> <li>Be able to work under pressure and meet deadlines</li> </ul>	
<b>Audit Associate</b>	Job Description: <ul style="list-style-type: none"> <li>Perform audits relating to a portfolio of companies across a broad spectrum of industries</li> <li>Be responsible for the planning, execution and documentation of audit fieldwork</li> <li>Follow up on audit findings independently</li> </ul>	5 days 9 am to 6 pm  Robinson Road
	Job Requirement: <ul style="list-style-type: none"> <li>Have sound knowledge of Singapore Financial Reporting Standards and Singapore Standards on Auditing</li> </ul>	

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Have strong interpersonal, written and verbal communication skills</li> <li>• The ability to read and interpret technical standards and routine commercial contracts is essential</li> <li>• Be able to work under pressure</li> <li>• Be able to work both independently and as part of a team</li> </ul>	
<b>Senior Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Perform audits relating to a portfolio of companies across a broad spectrum of industries</li> <li>• Be responsible for the planning, execution and documentation of audit fieldwork</li> <li>• Follow up on audit findings independently</li> <li>• For senior associates, in addition to executing fieldwork, you shall be expected to play a leading role on the engagement team, supporting the engagement manager and engagement partner closely</li> </ul>	5 days 9 am to 6 pm  Robinson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Sound knowledge of Singapore Financial Reporting Standards and Singapore Standards on Auditing</li> <li>• Excellent interpersonal, written and verbal communication skills</li> <li>• The ability to read and interpret technical standards and routine commercial contracts is essential</li> <li>• Possess a strong affinity for numbers and ability to interpret financial data</li> <li>• Be able to work under pressure</li> <li>• Be able to work both independently and as part of a team</li> </ul>	

## #10 PKF-CAP LLP

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Audit Associate</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Team member in audit engagements, which include planning, executing risk based financial and operational audits and completing audit statutory financial audits</li> <li>• Obtain a thorough understanding of Singapore Standards on Auditing (SSA) and common audit procedures and techniques.</li> <li>• Develop a good understanding of Singapore Financial Reporting Standards (SFRS) and financial statements presentation and generally accepted accounting principles and others reporting requirements, where applicable</li> <li>• Research and analyse financial statements and audit related issues</li> <li>• Manage client's expectation and provide timely updates and or feasible solutions on their queries</li> </ul>	5 days 9 am to 6 pm  Shenton Way
	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Diploma in accountancy or related field</li> <li>• Proficiency in Microsoft Office software programs such as MS Word, MS Excel and Office 365</li> </ul>	

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude</li> <li>Highly motivated self-starter with the ability to multi-task and complete assignments within time constraints and deadlines</li> </ul>	

## #11 UNITY ASSURANCE PAC

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
<b>Audit Assistant</b>	Job Description: <ul style="list-style-type: none"> <li>Perform various tests according to firm's audit workflow/methodology</li> <li>Assist in completing engagements in timely and orderly manner</li> <li>Good communication skills and an eye for detail.</li> <li>Possess strong passion and desire to grow and improve technically and professionally</li> <li>Committed with good positive working attitude</li> <li>Able to perform under pressure in fast-paced working environment</li> </ul>	5 days 9am to 6pm  Chin Swee Road
	Job Requirement: <ul style="list-style-type: none"> <li>Good understanding of Singapore Financial Reporting Standards, Singapore Standards on Auditing and the relevant statutory regulations</li> </ul>	
<b>Audit Senior</b>	Job Description: <ul style="list-style-type: none"> <li>Managing audit engagements which include initial engagement planning, analysis of controls and processes, preparation and review of audit documentations</li> <li>Drafting of management letters and financial statements</li> <li>Monitoring of engagement progress against budget and timeline set</li> <li>Excellent communications skills, strong analytical and problem solving skills</li> <li>Possess strong passion and desire to grow and improve technically and professionally</li> <li>Committed with good positive working attitude</li> <li>Able to perform under pressure in fast-paced working environment</li> </ul>	5 days 9am to 6pm  Chin Swee Road
	Job Requirement: <ul style="list-style-type: none"> <li>Very good understanding of Singapore Financial Reporting Standards, Singapore Standards on Auditing and the relevant statutory regulations</li> <li>Have a positive attitude, great communication skills, analytical mind, problem-solving skills, leadership qualities</li> <li>Can work independently and within a team</li> </ul>	
<b>Audit Supervisor</b>	Job Description: <ul style="list-style-type: none"> <li>Develop and implement audit plans</li> <li>Review financial statements and identify risks and areas for improvement</li> <li>Supervise and manage audit staff</li> </ul>	5 days 9am to 6pm  Chin Swee Road

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Address matters arising from the audit process and provide recommendations to improve internal controls and financial processes</li> <li>• Ensure proper audit documentation and file quality</li> <li>• Responsible for audit engagements' quality, delivery, and budget</li> <li>• Develop and maintain relationships with clients.</li> <li>• Work with management to develop knowledge materials and conduct trainings</li> </ul> <hr/> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Very good understanding of Singapore Financial Reporting Standards, Singapore Standards on Auditing and the relevant statutory regulations</li> <li>• Have a positive attitude, great communication skills, analytical mind, problem-solving skills, leadership qualities</li> <li>• Can work independently and within a team</li> </ul>	
<b>Compliance Executive</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Ensure that the Anti-Money Laundering (AML)/Client Due Diligence (CDD) program, applicable local Singapore laws and regulatory requirements are duly and effectively implemented in the Company</li> <li>• Perform CDD review on new and existing customers in accordance to the Company's policy</li> <li>• Perform name screening to check clients for adverse news</li> <li>• Sourcing relevant documentation, news articles, and internet searches to corroborate the clients' declarations</li> <li>• Ensure that the alerts are timely reviewed and reported to the Management</li> <li>• Assist in any ad-hoc work as assigned</li> </ul> <hr/> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Good with Microsoft Office</li> <li>• Superb communicator - verbal, written and listening skills</li> </ul>	<p>5 days 9am to 6pm</p> <p>Chin Swee Road</p>
<b>Corporate Secretarial Executive</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Assisting the manager in handling full spectrum of corporate secretarial duties including company incorporations, registration of foreign branches &amp; representative offices, Annual Return filings with ACRA, preparation of directors'/ shareholders' resolutions for on-going corporate secretarial matters for clients</li> <li>• Assisting in conducting client due diligence</li> <li>• Ensuring compliance with relevant statutory and regulatory requirements by both the company and clients</li> <li>• Other corporate or ad-hoc duties as required</li> </ul> <hr/> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Problem solving skills and the ability to remove roadblocks for our clients and the team</li> <li>• Knowledge of XBRL format would be advantageous</li> <li>• Good with Microsoft Office</li> <li>• Superb communicator - verbal, written and listening skills</li> <li>• Customer service focused – to be successful at this role you must possess a genuine passion to assist our clients</li> </ul>	<p>5 days 9am to 6pm</p> <p>Chin Swee Road</p>

Job Positions	Key Responsibilities Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to work with the team but also be able to work autonomously and make decisions</li> <li>• Willingness to take accountability, can do attitude and roll-your-sleeves approach to getting work done</li> </ul>	
<b>Junior Accounts Executive</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Able to handle full set of accounts - preparation of monthly/quarterly/yearly financial reports</li> <li>• Prepare monthly payroll, assist with CPF and IR8A form submissions</li> <li>• Responsible for daily finance operations which include payments, receipts, AR, AP, GL and other accounting functions.</li> <li>• Reconcile balance sheet items and prepare schedules</li> <li>• Perform monthly bank reconciliation and intercompany reconciliation</li> <li>• Prepare GST returns/reconciliation for review before submission</li> <li>• Prepare XBRL for review before submission</li> <li>• Maintain good documentation and filing system</li> <li>• Perform ad-hoc tasks as assigned</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Good with Microsoft Office</li> <li>• Superb communicator - verbal, written and listening skills</li> <li>• Willingness to take accountability</li> </ul>	<p>5 days 9am to 6pm</p> <p>Chin Swee Road</p>
<b>Senior Accounts Executive</b>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• Able to handle full set of accounts - preparation of monthly/quarterly/yearly financial reports</li> <li>• Prepare monthly payroll, assist with CPF and IR8A form submissions</li> <li>• Responsible for daily finance operations which include payments, receipts, AR, AP, GL and other accounting functions.</li> <li>• Reconcile balance sheet items and prepare schedules</li> <li>• Perform monthly bank reconciliation and intercompany reconciliation</li> <li>• Prepare GST returns/reconciliation for review before submission</li> <li>• Prepare XBRL for review before submission</li> <li>• Maintain good documentation and filing system.</li> <li>• Perform ad-hoc tasks as assigned</li> </ul> <p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Minimum 2 years of relevant working experience</li> <li>• Good with Microsoft Office</li> <li>• Superb communicator - verbal, written and listening skills</li> <li>• Willingness to take accountability</li> </ul>	<p>5 days 9am to 6pm</p> <p>Chin Swee Road</p>

## #12 e2i services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

### Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

### Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

### You can also reach them at the following centres (By appointment only):



#### e2i Career Centre (DNI)

Devan Nair Institute  
for Employment and Employability  
80 Jurong East St 21 Level 2  
Singapore 609607

#### Operating Hours (DNI)

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

Nearest MRT: Jurong East



#### e2i Career Centre (OMB)

1 Marina Boulevard,  
#B1-03  
Singapore 018989

#### Operating Hours (OMB)

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

Nearest MRT: Raffles Place, Downtown



#### e2i Career Centre (OTH)

ServiceSG Centre Our Tampines Hub,  
1 Tampines Walk,  
#01-21  
Singapore 528523

#### Operating Hours (OTH)

Mondays: 2:30pm – 5:00pm  
Tuesdays – Fridays: 9:00am – 5:00pm  
Saturdays: 9:00am – 1:00pm

Nearest MRT: Tampines

### **NTUC Job Security Council's Telegram Channels**

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analysts, Engineers, Executives, Technicians, etc)  
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)  
<https://bit.ly/jsc-ja-nonpmet>

