



Finance Executive

The candidate shall produce and analyze financial reports, determine ways to improve financial performance, and ensure that the organization meet all applicable standards, regulations and laws. Supports the department heads to help with budgeting and tax planning, and to offer ways to increase profits while cutting costs.

Key Responsibilities

- Responsible for full set of accounts which includes, account payables, account receivables, general accounting and fixed assets process
- Manage day-to-day Finance operation activities eg. process payment to external vendors, internal employee reimbursement, prepare payment cheques, bank deposit slips etc
- Verify, classify, post and record various payment & receivables
- Assist with reporting to respective authorities to ensure reporting accuracy and timeliness
- Assist with budgeting and forecasting exercise
- Assist with the group's financial accounting, monitoring and reporting systems

Key Requirements

- Minimum LCCI / Diploma in Accountancy / ACCA
- Minimum 3 years of relevant experience. Prior experience in F & B industry.
- Excellent proficiency in MS Office Skills. Knowledge with cloud-based accounting software and systems is a plus.
- Good communication skills and able to work well in a team
- Positive working attitude
- Ability to multi-task and thrive in a fast-paced environment
- Good time & stress management ability

Thank you for your application. Only shortlisted candidates shall be notified.