Job Title: Finance Executive

Reporting Officer	Finance Manager

Job Description

Jewel Changi Airport Devt Pte Ltd (JCAD) is a joint venture between Changi Airport Group and CapitaLand Mall Asia to manage the upcoming development, Jewel Changi Airport. Strategically located in the heart of the airport, Jewel is envisaged to be a world-class lifestyle destination that will enable the Changi air hub to capture passenger mindshare and strongly boost Singapore's appeal as a stopover point for travellers.

Reporting directly to the Finance Manager, the candidate will assume responsibility for areas of financial and management accounting including monthly closing of accounts, preparation of audit schedules, variance analysis and accounts receivables functions.

Main Duties/Responsibilities

Your duties include the following financial and management accounting functions:

- Perform month end closing activities and reporting to shareholders.
- Perform variance analysis on income and expenses.
- Liaise with auditors on yearly audit and any special transactions
- Perform Account Receivables functions such as processing of invoices, collections processing.
- Handle tenant queries on billing and payment matters.
- Perform Attractions accounts reconciliations, including sales reports & bank collections reconciliation, liaising with ticketing vendor on report discrepancies, process customer refunds, checking of daily counter reports.
- Manage petty cash float and perform petty cash float verifications.
- Maintain the fixed assets register
- Process inventory issuance
- Enforce finance policies and procedures
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Skills/Knowledge Required

1. Candidate must possess at least a Diploma or equivalent professional qualification in Finance/Accountancy
2. At least 3-4 years of relevant finance experience, preferably in a MNC environment.
3. Knowledge of basic Microsoft Office skills required and must be proficient in MS Excel.
4. Candidate should be meticulous and possess an analytical mind.
5. Must be able to work independently and takes initiative.
6. Candidates must have hands-on experience using an ERP system (eg., SAP, Oracle, SUN system) and those with SAP knowledge will be preferred.