

<b>Job Title: Assistant Finance Manager</b>
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<b>Reporting Officer</b>	Senior Finance Manager
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<b>Job Description</b>
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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 travelers.

We are seeking a highly organized and detail-oriented individual to join our finance team as an Assistant Finance Manager, who will be in charge of General Ledger and Fixed Asset portfolios. This role is crucial in ensuring accurate financial reporting, compliance with accounting standards, and effective management of Jewel assets. The ideal candidate should possess a strong background in general ledger accounting and a deep understanding of fixed asset processes.

**Main Duties/Responsibilities**

Your duties include the following main functions:

**General Ledger/Tax/preparation of financial statements and monthly reports:**

- Prepare journal entries, adjusting entries, accruals, intercompany reconciliation and audit schedules.
- Perform month end closing activities and prepare monthly reports for submission to shareholders.
- Provide commentaries on balance sheet and income statement to provide insightful financial analysis.
- Maintain and reconcile the general ledger accounts on a monthly basis.
- Prepare and file income tax returns.
- Prepare and file GST Returns.
- Assist in the preparation of annual financial statements and supporting schedules.
- Liaise with auditors (internal and external) on annual audit related matters.

**Fixed Asset Accounting:**

- Oversee the fixed asset accounting process, including capitalization, depreciation, and disposal/write-off.
- Co-work with division to conduct regular physical asset sighting and reconcile discrepancies.
- Collaborate with relevant divisions to ensure proper recording and tracking of fixed assets.

**Process Improvement:**

- Identify opportunities for process improvements and efficiency gains.
- Implement best practices in general ledger and fixed asset accounting.

#### Skills/Knowledge Required

1. Candidate must possess either a Bachelor's degree in Accounting, Finance, or a related field with 1-2 years of experience or a Diploma or equivalent professional qualification in Accounting, Finance, or a related field with 5-6 years of relevant finance experience, preferably in a MNC environment.
2. Proficient in the use of accounting software and Microsoft Excel. Candidates with experience using SAP will be preferred.
3. Independent worker with excellent analytical and problem-solving skills.
4. Detail-oriented with a high degree of accuracy.
5. Strong communication and interpersonal skills.