

<b>Job Title: Finance &amp; Admin Executive</b>
---

<b>Reporting Officer</b>	Senior Finance Manager
--------------------------	------------------------

<b>Job Description</b>
------------------------

Jewel Changi Airport (Jewel), a world-class multi-dimensional lifestyle destination in Singapore, is developed by Jewel Changi Airport Trustee Pte. Ltd., a joint venture by Changi Airport Group and CapitalLand. Jewel features a distinctive dome-shaped facade made of glass and steel, making it an iconic landmark in the airport's landscape. At 135,700 sqm in size, it offers a range of facilities including airport services, indoor gardens and leisure attractions, retail and dining offerings as well as a hotel, all under one roof. These unique offerings in Jewel are envisaged to enhance Changi Airport's appeal as a premier air hub.

Reporting directly to the Senior Finance Manager, the candidate will assume responsibility for AP matters and financial reporting. This will include processing AP invoices for payment to suppliers, monthly closing of accounts and preparation of audit schedules. The candidate will also be involved in administrative duties as below.

**Main Duties/Responsibilities**

**Financial and Management Accounting functions:**

- Transacting AP invoices in accounting records and ensure that proper payment approval and relevant supporting documents are in place
- Process and issue payments to suppliers
- Provide inputs for monthly cash flow forecast to facilitate cash optimization for the firm
- Manage Accounts Payable aging
- Prepare journal entries and audit schedules
- Perform month end closing activities.
- Liaise with auditors (internal and external) on annual audit related matters.

**Admin functions:**

- Oversee and support all administrative duties in the office
- Manage office supplies & equipment and liaising with vendors and service providers, ensuring an efficient and well-organized office environment
- Processing of office-related invoices
- Assist in organizing company events, meetings and conferences

<b>Skills/Knowledge Required</b>
----------------------------------

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Candidate must possess at least a Diploma or equivalent professional qualification in Finance/Accountancy</li><li>2. At least 4 years of relevant finance experience, preferably in a MNC environment.</li><li>3. Knowledge of basic Microsoft Office skills required and must be proficient in MS Excel.</li><li>4. Candidate should be meticulous and possess an analytical mind.</li><li>5. Must be able to work independently and takes initiative.</li><li>6. Candidates with experience using SAP will be preferred.</li></ol> |
|---|