Job Title: Assistant Manager, Finance

Reporting Officer	Senior Manager, Finance

Job Description

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 CapitaLand. 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.

We are seeking an experienced individual to support the Finance team in managing Accounts Payable operations, financial reporting, tax compliance, and finance process improvements. The successful candidate will play a key role in ensuring financial accuracy, statutory compliance, efficient payment processing, and supporting digital transformation initiatives across the organization.

Accounts Payable & Procurement Governance

- Manage end-to-end Accounts Payable (AP) processes, ensuring invoices are reviewed, processed, and paid accurately and within established timelines.
- Liaise with business units, procurement teams, and vendors to resolve invoice discrepancies, duplicate submissions, GST-related matters and incomplete supporting documentation.
- Prepare payment proposals and manage payment schedules to optimise cash flow while ensuring timely settlement of obligations.
- Review employee expense claims, vendor onboarding requests and supporting documentation to ensure compliance with company policies and procedures.
- Support procurement governance initiatives by ensuring adherence to procurement policies, internal controls and delegated approval limits.

Financial Reporting & Month-End Closing

- Prepare monthly reporting deliverables (including audit schedules) and provide insightful analysis of financial performance and key variance explanations.
- Perform month-end and year-end closing activities, including balance sheet reconciliations, bank reconciliations, journal entries, and accrual reviews.
- Ensure timely and accurate preparation of supporting schedules for statutory audits and financial statement preparation.
- Support the annual budgeting process, periodic forecasting exercises, and cash flow reporting requirements.
- Coordinate with external auditors, company secretaries, and filing agents on statutory audits and compliance matters.

Tax & Regulatory Compliance

- Prepare and submit GST returns, Withholding Tax filings, and other statutory reporting requirements in a timely and accurate manner.
- Prepare tax provisions and supporting tax computations for financial reporting purposes.
- Liaise with external tax agents and relevant authorities on tax compliance matters, tax filings and information requests.

<u>Process Improvement & Digital Systems & Master Data Management</u>

- Act as the system custodian for internally developed Apps.
- Maintain and administer system master data, including vendor, employees and any other relevant master records, ensuring accuracy and timely updates.
- Monitor system workflows and interfaces, troubleshoot user issues and co-ordinate with vendor to resolve system issues.
- Be proficient in using digital tools such as Power Platform, Power Query or equivalent to drive workflow automation, process improvement and reporting enhancements.
- Conduct user training and provide ongoing support to ensure effective adoption of digital solutions and compliance with established processes.

Skills/Knowledge Required

- Candidate must possess at least a Degree in Accountancy or equivalent professional qualification.
- At least 6-8 years of relevant finance experience.
- Experience with SAP – S/4 Hana and working knowledge of Power Query, Power BI, Power Automate, or similar digital tools.
- Ability to work independently while collaborating across teams.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Experience in process improvement and automation of finance processes is highly desirable.