

Job Title: Finance Operations Specialist (5-month Contract)

Reporting Officer	Senior Manager, Finance
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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 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.

We are seeking an experienced individual to provide additional support to the Finance team in both business-as-usual operations and key finance transformation initiatives. The successful candidate will play a key role in supporting fixed asset accounting, finance operations, and the implementation of strategic finance systems, including the ERP migration and Enterprise Performance Management (EPM) implementation.

Fixed Assets Management

- Support fixed asset accounting activities, including the timely capitalisation of completed projects, creation and maintenance of WBS elements and asset master records, and upkeep of the fixed asset register.
- Perform fixed asset verification and sighting activities, maintain supporting documentation, and assist with asset transfers, disposals, and reconciliations to ensure accurate asset records.
- Support business divisions on fixed asset matters by providing guidance on capitalisation requirements and assisting with the application of the Company's accounting policies and applicable SFRS(I) requirements.

System Migration Support

- Support end-to-end data migration activities for ERP migration and EPM implementation, including data extraction, cleansing, validation, reconciliation, and cutover support to ensure data integrity and completeness.
- Participate in User Acceptance Testing (UAT) by reviewing and developing test scenarios, documenting test results, tracking defects, and working with system vendors to ensure timely and successful resolution of issues.

General Finance Support

- Review accounts payable transactions and supporting documentation to ensure completeness, accuracy, and compliance with the Company's policies and approval requirements.
- Support the review of monthly shareholder reporting packs by compiling financial information, performing reconciliations and variance analysis, and assisting with the timely submission of reports.

Skills/Knowledge Required

- Degree in Accounting, Finance, Business, or related discipline with at least 5-7 years of working experience.

- Experience supporting fixed asset management, including capitalisation, asset register maintenance and fixed asset verification.
- Working knowledge of SAP is essential.
- Experience supporting ERP implementation, system migration, or finance transformation projects, including data migration and User Acceptance Testing (UAT), will be an advantage.