Job Title: Senior Manager, Finance Operations & Reporting

Reporting Officer	Head of 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.

As the Senior Manager for Finance, you will be responsible for leading and overseeing the full spectrum of Finance Operations, including Procurement Administration, Accounts Payable (AP), General Ledger (GL), Fixed Assets and Tax functions. The role is responsible for managing multiple legal entities across different reporting calendars while ensuring strong financial governance, operational efficiency, compliance with internal policies and regulatory requirements, and the timely delivery of financial reporting deliverables to the shareholders.

Procurement Governance & Support

- Oversee procurement administration activities, ensuring the timely creation of key procurement documents, including Operational Agreements (OA) and Purchase Orders (PO), as well as the prompt execution of Goods Receipt (GR) processes by the team.
- Collaborate closely with business divisions to address procurement-related issues and drive continuous process improvements through user feedback and system enhancements, while ensuring adherence to procurement policies and procedures.
- Act as a trusted advisor on procurement processes, policy interpretation, governance requirements, and compliance standards.

Accounts Payable & Cash Flow Management

- Review and approve invoices to ensure all transactions are appropriately authorised in accordance with the Delegation of Authority (DOA) and are supported by sufficient documentation.
- Oversee and drive effective cash flow management through the review and approval of payment proposals by:
  - Ensuring approved invoices are paid accurately and on schedule.
  - Managing payment timing and invoice value dates to balance liquidity requirements and vendor commitments.
  - Partnering with Treasury to forecast cash requirements and support funding and liquidity strategies aligned with business needs.

Fixed Assets Management

- Oversee the governance and management of a fixed asset portfolio exceeding $1 billion, ensuring accurate asset records.
- Ensure compliance with fixed asset policies and controls, including asset tagging, physical verification, transfers, disposals, and write-offs.

- Review capital expenditures prior to capitalisation to maximise eligible capital allowances and tax incentives, while ensuring compliance with accounting and tax regulations.
- Ensure the timely capitalisation of assets and accurate depreciation accounting, in accordance with applicable accounting standards and company policies.

Financial Reporting & Audit Management

- Lead the preparation and submission of monthly financial reporting packages to shareholders.
- Ensure timely completion of year-end(s) financial reporting and statutory audits for the Jewel Group of entities.
- Act as advisor on technical accounting matters, providing recommendations and solutions for complex accounting issues. Co-ordinate with auditors, business stakeholders and to address audit findings and reporting matters.

Tax Compliance & Advisory

- Liaise with tax agents on corporate tax preparation and tax queries.
- Oversee the preparation, review, and timely submission of statutory tax filings, including:
    - Goods and Services Tax (GST) returns
    - Withholding Tax (WHT) filings
    - Corporate income tax returns
- Ensure accounting records and tax classifications are aligned for accurate current and deferred tax reporting.

Skills/Knowledge Required

- Degree in Accountancy or equivalent professional qualification.
- Chartered Accountant with a minimum of 10 years' experience acquired across both Big Four public accounting firms and in-house finance functions.
- Strong interpersonal, communication and team management skills, with the ability to develop team members and work effectively with stakeholders across different divisions and varying levels of experience.
- Extensive experience in finance operations, financial reporting, fixed assets, and tax management, preferably within an asset-intensive or infrastructure-related industry.
- Proficient in SAP S/4HANA (essential) and experience with automation tools such as Power Query and Power Automate is preferred.
- Strong knowledge of accounting standards, tax regulations and internal control frameworks, with experience managing audits and cross-functional stakeholder engagement.