

Job Title: Finance Executive/Senior Executive
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Reporting Officer	Finance Manager
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Job Description

Jewel Changi Airport Devt Pte Ltd (JCAD) is a joint venture between Changi Airport Group and CapitaLand Mall Asia to manage 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 travellers.

Reporting directly to the Finance Manager, the candidate will assume responsibility for areas of financial and management accounting including monthly closing of accounts, variance analysis, preparation of management reports, facilitate audit process.

Main Duties/Responsibilities

Your duties include the following financial and management accounting functions:

- Perform month end closing activities and prepare monthly financial statements.
- Prepare journal vouchers (e.g., accrual of expenses, prepayment amortization) for month-end closing
- Perform analytical review on income and expenses, balance sheet and cash flow.
- Prepare monthly, quarterly and annual Group Reporting Package for submission to both shareholders.
- Assist with preparation of year-end statutory financial statements and supporting workings
- Liaise with auditors on yearly statutory audit and special purpose audit for shareholder reporting
- Prepare and administer documentations for loan financing
- Assist with preparation of tax computations and help to compile information for replies to IRAS queries.
- Prepare and file GST Returns

Skills/Knowledge Required

1. Candidate must possess at least a Diploma or equivalent professional qualification in Finance/Accountancy
2. At least 5-8 years of relevant finance experience, preferably in a MNC environment. Those with experience in the General Ledger function will be preferred.
3. Knowledge of Microsoft Office skills required and familiarity with advance functions of MS Excel, e.g., pivot tables, VLOOKUP would be an advantage.
4. Candidate should be meticulous and possess an analytical mind.
5. Must be able to work independently and takes initiative.
6. Candidates must have hands-on experience using an ERP system (eg., SAP, Oracle, SUN system) and those with SAP knowledge will be preferred.