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| Job Title: Finance Manager/Senior Manager |
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| Reporting Officer | Head, Finance |
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| Job Description |
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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 Head Finance, the candidate will assume responsibility for all areas of financial accounting and group reporting. This will include devising and enforcement of finance policies and controls, and financial analysis.

Main Duties/Responsibilities

Supervise and provide guidance to a team of 2 – 3 finance executives on the overall financial and management accounting function of Jewel which includes the following:

- Perform month end closing activities and prepare monthly financial statements.
- 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.
- Timely preparation of year-end statutory financial statements.
- Liaise with auditors on yearly statutory audit and special purpose audit for shareholder reporting
- Arrange for ad hoc attestations with the auditors (eg., grant audit)
- Manage Accounts Payable aging
- Prepare and administer documentations for loan financing
- Monitor loan covenants
- Devise and implement suitable internal control procedures
- Enforce finance policies and controls
- Review tax computations and prepare replies to IRAS queries.
- Prepare and file GST Returns

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| Skills/Knowledge Required |
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1. Candidate must possess at least a Bachelor's Degree, or Professional Degree in Finance/Accountancy
2. At least 3 – 4 years' experience in an audit firm, preferably a Big 4 firm and 6-8 years of commercial experience in a finance function
3. Knowledge of basic 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. Experience in MNCs and hands-on experience with SAP system will be an advantage.