

Accountant job description

5 days' work week, Sunday to Thursday, 10am to 6pm

Location: Mokattam

- Prepare and review monthly and Annual Financial Group Accounts, Profit and Loss, Cash flow, Balance Sheet
- Prepare and review of subsidiary accounts and liaise with respective finance officers-in-charge
- Preparation and follow up of Accounts Receivable and Accounts payable of all clients and vendors weekly /monthly
- Preparation of presentations for management review on financial statement every month
- Monthly closing all Management accounts and quarterly closing of management accounts for Variable pay payments to all staff.
- File all GST quarterly and IRAS tax returns with the help of professional advisors if needed
- Liaise with Sales team and follow up all AR collection and also in charge of all Sales Invoicing, Purchase Order invoicing to vendors and inventory management
- Liaise with CEO and top management on Weekly and monthly review of financial progress and sales performance
- Daily Cash management reporting and handling of all Bank accounts and payments
- Must have worked on an ERP system.

Requirement:

- Strong in Excel, PowerPoint fluent in writing and presentation skill
- Possess strong analytical and problem-solving skills, excellent Communication skills
- Previous experience in working with ERP system
- Minimum 3-4 years of relevant experience