



Junior Accountant

Employment Type: Permanent (Full-time)

Location: Singapore

Responsibilities:

- Supervise and ensure the accurate and timely closure of accounts for the Group and Subsidiaries Account.
- Timely generation of monthly reporting pack for the Group and Subsidiaries which include Tax computation and filing including Form C, ECI in Singapore.
- Coordinate the year-end audit and prepare Financial Statements and XBRL for the Group and Subsidiaries.
- Liaison with Indonesia team to ensure proper filing of WHT Reporting.
- Prompt and accurate monthly billing to customers.
- Operations Accounting for Group and Subsidiaries.
- Oversees the Group AP function.
- Preparing the Group Tax Computation and Filing.
- To verify Group creditors' invoices and DO.
- Supervise Accounts Executive and Accounts Assistant.

Requirements:

- Diploma in Account and Finance or equivalent.
- At least 3 years of experience in accounting and finance.
- Pleasant personality and positive attitude and mindset.
- Strong understanding of accounting principles and ability to work in a dynamic environment.
- Independent, meticulous and organized individuals who are able to meet tight deadlines and work in a fast-paced environment.

Interested applicants to email your resumes to careers@bakertech.com.sg stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.