

Finance Executive

Responsibilities:

- Administer the full spectrum of financial functions (Accounts Receivables, Accounts Payable, General Ledger)
- Ensure that documents are in compliance with internal control policies
- Prepare quarterly GST returns, fixed assets register, bank reconciliation, audit schedules and related party reconciliation
- Check project statement reports regularly for accuracy and completeness
- Monitor cash position
- Create new vendor and chart of accounts

Requirements:

- Diploma in Accounting
- Minimum 3 years of relevant experience
- Conversant in accounting concepts and applications
- Good communication and interpersonal skills

If you are interested in any of the positions, please complete TCC Application Form and email it to us with your detailed resume to hr@trinity.sg. Please note that only shortlisted applicants will be contacted. Thank you.