



Finance Executive

Job type: Full-time, Permanent (Monday to Fridays, 8 work hours)

Job Description

- Ensure proper day to day book keeping and recording in Accounting System
- Oversee and manage Receivable Accounts and ensure timely payments from students and payments to suppliers
- Assist in the submission of regular summary reports
- Provide support to the overall operations as when needed/or required

Job Requirements

- NITEC or Diploma in any Business discipline (preferably Accounting Major)
- Fresh graduates are encouraged to apply
- Experience in working with accounting software is advantageous
- Good documentation and communication skills
- Meticulous in data entry
- Teamworker
- Proficient in Microsoft applications
- Proficient in English and Chinese Language (preferably proficient in spoken and written Mandarin)

Job Benefits

- 40 hours work week
- Leave, medical, dental, and insurance coverage
- Full/partial fees subsidy for employee's child enrolled in The Kindergarten
- Attractive remuneration and benefits package
- Opportunities for personal growth and career development

Additional Information

- Supportive working environment of friendly co-workers
- Location: Gilstead campus (25 Gilstead Road - near Newton MRT)

Salary

From \$2,000 - \$2,500, depending on experience.

Interested applicants are to forward your CV to hr@sjck.org.sg. Thank you.