



Finance Executive

Description

- Ensure proper day to day book-keeping and recording in Accounting System
- Oversee and manage Accounts Receivables 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

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
- Works well in a team
- Proficient in Microsoft applications
- Proficient in English and Chinese Language (preferably proficient in spoken and written Mandarin)

Benefits

We offer a competitive salary and benefits package, supportive work environment, and opportunities for personal growth and career development.

Please send your resume to joinus@littleseeds.edu.sg. Thank you.

We apologise that only shortlisted candidates will be notified.