

Finance Executive - Singapore

About IFS:

International Food Services is an independently owned Maritime Catering Organization. We offer Catering solutions of the highest quality and monitor the consumption on board and deliveries for our clients in the shipping industry.

IFS has offices in Antwerp, Poland, Singapore and Manila. We stand for a no-nonsense approach with a dedicated team, we try to make the difference for our clients. Passion for the job and a sustainable collaboration is for us very important. We aim to increase our clients buying power by reducing waste and inefficiencies. We achieve this by training and support of the Crew on board and to improve the wellbeing on board of the crew.

About the position:

We are seeking a highly organized and detail-oriented Finance Executive to join our dynamic team. In this role, you will be involved in the day-to-day accounting function focusing on Accounts Payable, liaising with vendors and staff on payments and accounting matters, monthly closing and reporting. Ensure that accounting procedures and records are in compliance with acceptable accounting standards, practices and internal policies.

The main tasks/responsibilities will be:

- Responsible for processing of all invoices and payments and ensuring that correct expenses are paid accurately and promptly to the correct payees within stipulated guidelines. Ensure that invoices are properly recorded in the accounting system.
- Perform vendor checks/updates and bank accounts verifications to ensure payments are made to valid recipients.
- Liaise and communicate with vendors, staff etc. on payment related, accounting and other queries. Follow up on queries and timely resolution of discrepancies.
- Monitor bank balances to ensure that there are sufficient funds to meet future finance obligations.
- Prepare AP Ageing Report, Statements of Accounts, Bank & other reconciliations and analysis of accounts for monthly, termly and yearly closing.
- Assist in preparing quarterly GST reporting and statistics for Government departments. Ensure that GST are accounted correctly, and expenses are recorded in correct accounts and budget codes.
- Prepare relevant journals, schedules and reports for accounts closing.
- Assist in any other accounting, budgeting & accounts payable matters, ad-hoc analysis/ reports as assigned.
- Liaise with external parties and other departments in connection with the accounting and financial matters.
- Be prepared to support other ad-hoc tasks as assigned.

What are we looking for:

- Minimum Diploma / Bachelor degree in Accountancy, Finance Management or similar
- Minimum 3-5 years working experience in accounts payable
- Fluent in English on a professional level
- Proficient in Microsoft Office Applications, Excel and accounting system (Knowledge of WinBooks / Exact Globe+ accounting system is an added advantage).
- Knowledge of GST and withholding tax is a +
- Good understanding of internal controls and corporate governance
- A good team player with a positive attitude, who can take initiative.
- Able to provide guidance to team members.

- Motivated self-starter, resourceful and ability to work independently with minimum supervision.
- Keen to learn with the ability to engage and work with other department staff and across different support functions.
- Meticulous with good analytical and problem-solving skills.
- Good command of written and spoken English, enjoy interacting and communicating with people.
- Pleasant disposition with good interpersonal and organizational skills
- Resourceful in managing competing priorities, able to multi-task and meeting tight deadlines.
- Organized, meticulous, responsible and reliable.
- Importance of maintaining the confidentiality of financial information and sensitive data.
- No 9-5 mentality

What do we offer:

We offer a competitive salary including underneath benefits:

- Flexible working hours
- Salary range of SGD 2800-3400
- Laptop, mobile phone from the company
- Learning and Development opportunities

Are you looking for a new challenge in a dynamic, international, family owned company? Don't look any further and send your application to Kimberly@ifs.be

#International Company#Catering#Fulltime#Finance#Challenging environment#Marine#Shipping#Finance Executive#Singapore

Acquisition based on this vacancy is not appreciated.