

Finance Manager

The Finance Manager plays a critical role within Finance Department who will take charge of full set of accounting, planning, cashflow and end-to-end finance operations.

Job Description:

- Responsible in preparing, compiling and analysis of financial accounting information for the month-end/year-end closing, ensuring accurate and timely reporting.
- Lead the annual budget exercise process, including forecasts, seasonality analysis, and regular budget tracking against expenditures.
- Manage/coordinate the monthly closing of the Accounts Payable, Accounts Receivable, and Fixed Assets sub-ledgers.
- Perform monthly Profit & Loss (P&L) reviews and analyse financial performance. Assist in the preparation of forecast, budget exercise and business plans.
- Supervise team members in areas such as billing, collections, resource assets management, purchasing, payments, and cash management.
- Ensure timely submission of returns and compliance with local tax regulations, including corporate tax, GST, and withholding tax filings. Liaise with tax agents, compile information for tax filing, and respond to tax-related queries raised by tax authorities or tax agents.
- Monitor and forecast cash flow, overseeing loan payments, covenants, and banking facilities.
- Act as the primary point of contact for external auditors, providing necessary financial documentation and ensuring the audit process is completed smoothly and efficiently.
- Collaborate with other departments to establish, maintain and improve processes affecting financial and management reporting.
- Perform other tasks as assigned by the supervisor.

Requirements:

- Degree in Accountancy, ACCA, or recognized Chartered Accountant (CA) qualification.
- Minimum of 5 years of relevant experience, with a strong background in financial accounting and team management. Good knowledge of taxation and audit.
- Ability to work under pressure, meet tight deadlines, operate independently with strong analytical skills and attention to detail.
- Fluent in both written and spoken English to communicate with stakeholders and possess good interpersonal skills. Strong leadership abilities with the capacity to collaborate across all levels.

- Knowledge of ERP accounting system.
- Proficient in Microsoft Office applications.

If you are looking for challenges and have the qualities and experience to undertake this challenging opportunity, please write to hr@fongspl.com.sg with your detailed resume stating your qualifications, experience, present and expected salary, and notice period.