



Accounts Assistant

Company: Newcruz Offshore Marine Pte Ltd
Location: Singapore



Responsibilities:

- ❖ Support the Accounting department in managing and preparing of full sets of accounts (GL, AR, AP, etc)
- ❖ Liaise with internal and external clients relating to accounts and finance matters of outstanding, credit/debit notes, deductions, etc
- ❖ Maintain proper accounting records and documentations for audit and ensure compliance and alignments of accounting policies and procedures with the government regulations.
- ❖ Other accounting & administrative duties as required

Requirements:

- ❖ Diploma in Accounting/Business Administration/CAT/LCCI (Higher Accounting) or related qualifications
- ❖ Min 1 year relevant experience, preferably in Offshore Oil & Gas industry
- ❖ Fresh graduates are welcome to apply
- ❖ Meticulous, pro-active with positive attitude and willing to learn
- ❖ Customer-focus with good interpersonal and communication skills
- ❖ Able to work independently and as a team
- ❖ Working location: Jurong International Business Park (IBP, Singapore)