



Accounts Assistant – Swiber Offshore Marine Pte Ltd

Location: Singapore
Department: Accounting



Responsibilities:

- ❖ Support the Accounting department in managing and preparing of full sets of accounts (GL, AR, AP, etc)
- ❖ Assist in handling quarterly GST report
- ❖ 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
- ❖ Any other reporting requirements and ah-hoc duties

Requirements:

- ❖ Diploma in Accountancy/CAT/LCCI/ACCA (Part II)
- ❖ Min 2-4 years of experience in accounting
- ❖ Eager to learn in a dynamic environment
- ❖ Proactive, take initiative and well organized
- ❖ Good accounting knowledge and conversant in MS Office
- ❖ Candidates with full set & SAP (B1) experience are preferred
- ❖ Working location: Singapore IBP