

Assistant Manager/Senior Assistant Manager, Finance
(Accounts Receivable)
Singapore Institute of Technology

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Posted Aug. 21, 2023, set to expire Jul. 5, 2024

Job Title Assistant Manager/Senior Assistant Manager, Finance
(Accounts Receivable)

Department Finance

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 21, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Financial Planning/Budget Management

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498489/assistant-managersenior-assistant-manager-finance-accounts-receivable>

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Job Description

Assistant Manager/Senior Assistant Manager, Finance (Accounts Receivable)

Job no: 498489

Department: Finance

Contract type: Contract

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The role is responsible for supporting key areas such as billing, finance advisory and digitalisation of finance processes.

Key Responsibilities

- Ensure completeness of billing and timely recognition of revenue and training grant
- Perform setup, test and monitor the Billing system to ensure billing and collection transactions generated from the system are accurate and complete
- Perform fee setup for student billing
- Provide Finance advisory and review non-student fee related collections
- Involve in digitalisation projects and automation of work processes including automate preparation of schedules using excel macro functions
- Prepare monthly and year-end audit schedules and reports
- Liaise with internal and external auditors, banks and government agencies (e.g. MOE, IRAS)
- Other ad-hoc duties as assigned

Job Requirements

- A good diploma/degree in Accountancy/Professional qualification recognised by ISCA is preferred, with at least 3 years of relevant working experience
- Hands-on experience in ERP accounting software such as SAP, Peoplesoft Campus Solution or equivalent is preferred
- High proficiency in Microsoft Excel
- Organised and meticulous with an eye for detail
- Good communication and interpersonal skills
- A highly motivated individual and a good team player

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Advertised: 21 Aug 2023 Singapore Standard Time

Applications close: 30 Sep 2023 Singapore Standard Time

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

Singapore