

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

Direct Link: <https://www.AcademicKeys.com/r?job=221716>

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Posted Sep. 20, 2023, set to expire Jul. 5, 2024

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

Department

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Sep. 20, 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/498512/assistant-managersenior-assistant-manager-accounts-receivable-pet-finance>

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Job Description

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

Job no: 498512

Department: Finance

Contract type: Contract

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This role supports the Accounts Receivable and Student Finance - Pre-Employment Training (PET) team in administering undergraduate and postgraduate student billing, handling student disbursement and related queries. He/She will also be involved in automation of work processes.

Key Responsibilities

- Perform trimester and ad-hoc billing for full-time undergraduate and postgraduate students and ensure accuracy and completeness of billing.
- Process student disbursement timely.
- Handle student queries via telephone and email.
- 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.

Requirements

- A good diploma/degree in Accountancy/Professional qualification recognised by ISCA are preferred, with at least 2 to 3 years of relevant working experience.
- Hands-on experience in ERP accounting software such as SAP, Peoplesoft Campus Solution or equivalent are preferred.
- High proficiency with the use of Microsoft Excel is required.
- 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: 20 Sep 2023 Singapore Standard Time

Applications close: 31 Oct 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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