

**Manager (Accounts Receivable), Finance**  
**Singapore Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=256719>

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Posted May 7, 2025, set to expire Sep. 6, 2025

**Job Title** Manager (Accounts Receivable), Finance  
**Department** Finance  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** May 7, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Financial Planning/Budget Management

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498925/manager-accounts-receivable-finance>

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**Job Description**

## **Manager (Accounts Receivable), Finance**

**Job no:** 498925

**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**

- Responsible for the operation of the bill to order function for Continuing Education and Training (CET) and other non-student customers
- Prepare and review billing and general ledger transactions to ensure compliance with all relevant regulatory requirements and company policies
- Ensure completeness of billing and timely recognition of revenue and training grant
- Prepare monthly closing accounts for CET courses
- Assist in the preparation of financial/ management reporting, budgeting, forecasting and variance analysis in a timely and accurate manner
- Prepare and review monthly and year-end audit schedules and reports
- Provide financial guidance in response to inquiries on billing and finance related matters
- Follow up on the aging of accounts receivable to ensure timely collections
- Involve in digitalisation and process improvement projects
- Liaise with internal and external auditors, and government agencies

### **Job Requirements**

- Degree in Accountancy and/or ACCA / CPA equivalent qualification
- Minimum 7 years of relevant working experience in bill to order function, including 2 years of supervisory experience
- Good knowledge of accounting standards and GST requirements
- Hands-on experience in ERP accounting software such as SAP S/4 Hana and CRM systems such as Salesforce or equivalent is preferred
- High proficiency in Microsoft Excel
- Hands-on experience in handling full sets of accounts and visualisation tools will be an added advantage
- Organised and meticulous with an eye for detail
- Good problem solving, communication and interpersonal skills
- A highly motivated individual and a good team player

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**Advertised:** 07 May 2025 Singapore Standard Time

**Applications close:** 15 Jun 2025 Singapore Standard Time

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Singapore