

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

Direct Link: <https://www.AcademicKeys.com/r?job=233019>

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Posted Mar. 15, 2024, set to expire Jul. 15, 2024

**Job Title** Senior Executive/ Assistant Manager (Accounts Payable),  
Finance

**Department** Finance

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Mar. 15, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Senior Executive Officer

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

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498625/senior-executive-assistant-manager-accounts-payable-finance>

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**Job Description**

## Senior Executive/ Assistant Manager (Accounts Payable), Finance

**Job no:** 498625

**Department:** Finance

**Contract type:** Contract

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This role is responsible for handling of loan administration, vendors invoicing and payment related functions.

**Key Responsibilities:**

- Administration of loan documentations, including loan drawdown, loan rollover, loan & interest repayment
- Preparation of loan reports and submissions to bank
- Process vendor invoices and payment
- Prepare month-end schedules and journal entries
- Prepare and file withholding tax
- Assist in User Acceptance Testing for projects and/or system enhancement as requested

**Job Requirements:**

- Diploma in Accounting or equivalent
- 2 to 3 years of relevant experience in financial reporting and/or finance operations, preferably with working experience in Accounts Payable function
- IT savvy, proficient in Microsoft Excel and SAP or equivalent ERP System
- Meticulous with keen eyes for details
- A team player with good communication skills
- Adaptable to changes
- Fresh graduates are welcome to apply

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**Advertised:** 15 Mar 2024 Singapore Standard Time

**Applications close:** 31 May 2024 Singapore Standard Time

**Contact Information**

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

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**Contact**

Singapore