

Senior Finance Executive/Finance Executive

Key Attributes:

Meticulous. Systematic. Integrity.

Role Description:

You will handle the payroll and all related matters (CPF, tax clearance, IR8A), GST reporting, month end closing, inventory stock checks, cash depositing and all other duties designated by the management. You are requested to submit timely reports for management's information and decision-taking.

Experience:

Minimum 3 years' relevant experience

Requirements:

Experience in hospitality/retail/service-related companies is advantageous. Knowledge of MYOB and Time Share payroll is a plus. You should have a pleasant personality and be service oriented towards our internal customers. You will be required to commence work as soon as possible.

Education: Possess a relevant diploma or higher. Completed or currently pursuing ACCA or equivalent.

To Apply: Email resume to job@ducktours.com.sg with an attached photo and job title as subject header
Salary Range: \$35,000 - \$45,000 pa

We regret that only shortlisted candidates will be notified.