

**ASSISTANT ACCOUNTANT
JOB SUMMARY**

Provide accounting services and financial support to the organization, Hawksburn Heritage. Perform day to day accounting operation including data entry to accounting system. Possess 1 year of accounting experience but may suit the right fresh graduate.

Location: Outram / Tanjong Pagar

Working Hours: 5-day work week, Mondays to Fridays from 9.00am to 5.00pm

RESPONSIBILITIES:

- Enter accurate and timely data into the accounting system.
- Maintain accurate financial records and statements.
- Perform month-end closing activities.
- Process payroll transactions in the organization's accounting system.
- Record and process all business transactions within the organization's accounting system using principles of double-entry accounting.
- Record transactions and events relating to accruals and prepayments.
- Record transactions and events relating to sales, purchases, receivables, payables and cash.
- Retrieve system reports from the accounting system for management use.
- Use relevant IT systems and tools effectively for data analysis.

REQUIREMENTS:

- Minimum Diploma required preferably accounting & finance related.
- Intermediate Excel; understanding of conversion of CSV files advantageous.
- MYOB and XERO experience is ideal, yet not essential.
- Candidates who are currently pursuing ACCA, CPA or Accounting & Finance degree welcomed.

About You

- You are meticulous and are good at managing your time.
- You have a passion and interest in accounting and feel comfortable working with numbers.
- You are able to work and communicate effectively with both colleagues and external partners.
- You are a self-starter that likes taking initiative to resolve issues and seeking optimal solutions.

BENEFITS & OTHERS:

Health Insurance, Dental insurance, Education support, Health & Wellness benefits and stable career progression should be expected.

ABOUT HAWKS BURN HERITAGE

Hawksburn Heritage is an established firm providing customized business solutions and advisory services for a global clientele of SMEs, Startups, Family Offices and Ultra-High Net-Worth individuals. Founded in 2018, the group activities are centred around providing corporate services, management accounting, payroll, consulting and family office advisory.

Interested applicants may submit their updated CVs and cover letter to me at lisa@hawksburn.com. We regret to inform that only shortlisted candidates will be notified.