CAMBRIDGE CARES CAMBRIDGE CENTRE FOR ADVANCED RESEARCH AND EDUCATION IN SINGAPORE LTD.

Accounts Executive

Who are we?

We are the University of Cambridge presence in Singapore, Cambridge CARES. Our activities are sponsored by the National Research Foundation's CREATE programme. Our first research programme, Cambridge Centre for Carbon Reduction in Chemical Technology (C4T), is a collaboration between University of Cambridge, Nanyang Technological University and National University of Singapore.

Our team is comprised of world-class scientists and engineers working in a vibrant, fast-paced environment with great opportunities for knowledge and skills development. Our researchers are developing solutions to reduce the environmental impact of industry in Singapore and around the world. Further information on our activities can be found at www.cares.cam.ac.uk.

Who are we looking for?

We are looking for a proactive and dedicated person to join the administrative team of the programme and provide essential support to our researchers and scientists in their important work. The post holder will:

- Handle full set of account for the company , including AP, AR, GL, generating financial reports and bank reconciliations
- Responsible of the preparation of the company's financial and management reports
- Liaise with auditors on year-end audit, including preparation of audit schedules and statutory financial statement
- Ensure that all banking matters are diligently and duly attended; to liaise with auditors, tax agents, corporate secretary and government departments
- Ad hoc tasks assigned by management

What skills do you have?

- Degree in Accountancy or ACCA holder or equivalent
- At least 2 years of relevant experience
- Meticulous with attention to details
- Excellent interpersonal skills, including the ability to relate well to people at all levels in the organisation and external people
- Highly competent in standard software packages, e.g. Word, Excel
- High standard of communication in written and spoken English
- Able to prioritise own workload and be proactive in problem-solving
- Excellent organizational skills and a high level of attention to detail
- Works well in a small team, with an excellent team-spirit for doing what is needed to provide an excellent administrative service to the organisation
- Company uses Synergix Taskhub ERP system for book keeping. Familiarity with this or similar system is useful but not essential