

Closing date: 29 Dec 2023

Candidates to email resume to: hr-recruit@apec.org

Job Description for Senior Accountant

Key deliverables include:

- Clean annual audit report.
- Accurate and timely submission of financial reports on monthly and quarterly basis for submission to Budget and Management Committee (BMC).
- Timely completion of annual budget preparation and BMC papers.
- Timely submission of payments and other required documents.
- Timely fund management, i.e. Fixed Deposits placements, billing for members' contribution and advances for seconded Program Directors.

Main key accountabilities/duties:

- To supervise the preparation of all accounting records and examine and review of financial statements and reports for all 4 accounts in accordance with policies and procedures set out by management and the relevant Accounting Standards and ensuring timely submission report to BMC.
- To liaise with the Secretariat's external auditors and ensuring clean audit report and prepare comprehensive analysis of audit findings, if any, and recommend necessary and appropriate improvements.
- To establish and maintain financial accounting systems for the Secretariat, including assisting in the formulation and preparation of the APEC annual budget, budget analysis for financial management purposes and budgetary control and advising funding availability.
- To manage and supervise receipts and disbursements including examines and certifies vouchers for receipts and payments to be in line with accepted accounting standards and/principles.
- To provide support and advise to Director (Finance) on management of funds in bank, including Fixed Deposits placement and overall payment structure.
- Human resources management towards the role and responsibilities of Deputy Accountant and Assistant Accountants, including providing continuous coaching to the finance staff and to oversee and manage the finance unit in the absence of Director (Finance).
- To assist in HR-related matters, such as checking of payroll and preparation of remunerations budget.
- To perform other related duties as and when assigned by Director (Finance).

Qualification and competencies required:

- Bachelor Degree in Accounting.
- CPA &/or similar recognized professional qualification accepted in Singapore.
- Relevant Experiences: At least six years of accounting experience in supervisory roles.

Skill sets:

- Strong Accounting, finance and/audit skills.
- SAGE and Easy Pay Software.
- Advanced computer skills, such as Microsoft Office (excel, word) and Adobe Acrobat (pdf).

Critical competencies must have:

- Strong written and verbal communication skills.
- Adhering to Principles and Values.
- Time management, Planning & Organizing.
- Attention to detail and accuracy.
- Judgment and problem-solving.
- Supervisory and delegation skills.
- Applying Expertise & Technology.
- Show Adaptability.
- Commitment to Continuous Improvement and Learning Initiating Action.