

Independent and possessing more than twenty years' experience in its field, Alter Domus has become a leader in corporate and management services for private equity & infrastructure and real estate funds as well as listed and unlisted companies. Our staff of over 1000 people globally also provides fund administration and financial reporting services. We mentor and develop our employees' technical knowledge and practical skills. We also champion commitment and a customer-oriented mindset.

For more information, please visit our website: www.alterDomus.com

For our office in Singapore, we are currently looking for a:

*CORPORATE SERVICES ACCOUNTING OFFICER

We offer a young, dynamic, and international corporate atmosphere as well as the benefit of customized training adapted to your needs throughout your career.

JOB DESCRIPTION:

- Assisting clients in implementation and administration of holding companies, financing and intellectual property companies, and real estate companies;
- Handling the day-to-day operations of companies and responding to clients' requests;
- Keeping company books and preparing periodic reports;
- Preparing statutory financial statements and maintaining contact with auditors when applicable;
- Preparing corporate and GST returns and maintaining relevant contact with the tax authorities and tax advisers;
- Taking part in developing restructuring plans or other transactions in compliance with recommendations of the local regulatory body, including spin – offs, mergers and acquisitions;
- Assisting with the organization of board meetings and shareholders meetings.

YOUR PROFILE:

- You hold a university degree preferably in Accounting & Finance or Economics;
- You have 0 - 3 years of relevant experience, preferably within a large corporate services provider;
- You are working towards a professional accounting qualification (CPA, ACCA, CA)
- You are fluent in English;
- You are mature, and detail-oriented;
- You are a self-starter and able to work independently to meet tight deadlines;
- You possess team spirit, the capacity to build strong client relationships, and take initiative to act without waiting for direction when appropriate.

HOW TO APPLY:

Please send your cover letter and your curriculum vitae to hr.recruitment@alterdomus.com.

Our recruiting process, like your entire career, is considered a shared responsibility. During interviews you will have the possibility to discover the company and your future colleagues. We will seize the opportunity to know you better.