Position: Accountant
Company: China Zhenhua Oil Trading (Singapore) Pte Ltd

JOB DESCRIPTION:

Oversee accounting and reporting activities, including but not limited to:

- Operation expenses payments
- Staff expense claims in relation to travel, office supplies, entertainment, etc.
- Banking/cashier’s transactions and cash flow analysis
- Staff payroll, including CPF and other statutory payments
- Fixed assets accounting
- Business accounting for international trade – revenue and cost accounting, inter-office accounts and expenses, etc.
- Corporate tax and GST calculations and ensuring timely submissions
- Preparation and ensuring timely submission of statutory financial reports
- Management of finance related documents – archiving and storage of soft and hard copies
- All other ad hoc finance related tasks/projects, including liaising with bankers, auditors, tax consultants, etc.

REQUIREMENTS

- Degree

APPLICATION:

To apply, please submit your detailed resume to NBS Alumni Affairs at SGJOB@zhenhuaoil.com

Only shortlisted applicants will be notified.