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

Job Description:

Reporting to: General Manager

Oversee accounting and reporting activities, including:

- 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.

Application:
To apply, please submit your detailed resume to NBS Alumni Affairs at nbsalumnioffice@ntu.edu.sg

Only shortlisted applicants will be notified.