



Accounts Assistant (Invoice Processing)

Responsibilities

AP Invoice Processing:

- Ensure all invoices match with delivery orders, purchase orders and prices
- Accurately input invoices into SAP System

Others:

- Scanning and archiving of financial documents
- Assist in monthly stocktake count
- Perform monthly bank reconciliation
- Assist in GST reporting – input of imports data (ME & IG Permits)

Requirements

- Minimum GCE 'O' Level or above
- Previous relevant knowledge accounting experience preferred
- Computer literate, knowledge of excel is essential, experience in SAP will be an advantage
- Familiar with E-banking platforms will be an advantage

(Only short-listed candidates will be notified)