

GERIATRIC EDUCATION & RESEARCH INSTITUTE
JOB DESCRIPTION

JOB TITLE : Senior / Executive

DEPT/SECTION : GERI/Finance

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (100%)

1. Handle day-to-day financial matters covering Accounts Payable (AP), Accounts Receivable (AR), Fixed Asset (FA) and General Ledger (GL).
 2. Handle AP vendor invoices/staff expense claims and payment processing (both manual cheques and electronic).
 3. Reconcile vendor statements, investigate and correct discrepancies.
 4. Responsible for daily receipting duties, ensuring all receipts are properly accounted for, reconciles and banked-in on a timely basis.
 5. Data entry for accounting records/ journals.
 6. Assist in month/quarter/year-end closing and Cluster & MOHH reporting per stipulated closing timelines.
 7. Prepare monthly bank reconciliations and audit schedules, statutory financial statements, liaising with both internal and external auditors
 8. Responsible for monthly intercompany confirmations and reconciliations.
 9. Manage grants, including tracking of grant expenses, claims submission & disbursement.
 10. Track budget utilization.
 11. Fixed asset tagging and physical verification.
 12. Maintain strong internal controls for an effective corporate governance and ensure alignment with Group's policies and procedures.
 13. Maintain files and documentation accurately, in accordance with Company/Cluster/MOHH's policies and generally accepted accounting practices
 14. Perform other ad hoc tasks as assigned by the supervisor
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JOB REQUIREMENTS

(A) EDUCATION, TRAINING AND EXPERIENCE

Qualified Accountant with Degree in Accountancy or ACCA holders

(B) PROFESSIONAL EXPERIENCE

- ❑ Minimum 2 years' working experience in similar capacity
- ❑ Accounting experience in research and education industry preferred.

(C) COMPETENCIES (KNOWLEDGE, SKILL & APTITUDE)

- ❑ Working experience with government grants and funding claims preferred
- ❑ Hands on experience with SAGE 300 ERP (or Accpac) and Hyperion preferred
- ❑ Proficient in MS Excel, Word and PowerPoint
- ❑ Strong organizational skills with ability to prioritise tasks to meet tight deadlines
- ❑ Self-motivated, meticulous, mature and committed individual with strong interest in learning
- ❑ Ability to work independently and proactively to resolve problems with established parameters
- ❑ Adaptable and comfortable with change, including handling administrative and menial tasks e.g. photocopying, filling, etc.
- ❑ Team player, with good interpersonal and strong communication skills

(D) OTHERS

- ❑ The need for overtime during routine month/quarter/year-end accounts closing, new systems implementation and UAT, audit exercises (internal, external, ad-hoc as required by funding agencies)