



SENIOR ACCOUNTANT

JOB SUMMARY

The purpose of the job is to oversee Group Financials statements in accordance with accounting standards, Hawksburn's policies, and procedures. The role will involve in internal and external audits, process, and system improvements.

Location: City Hall / Bras Basah

Working Hours: Monday to Friday, 9.00 am to 6.00 pm with flexibility of WFH arrangements.

RESPONSIBILITIES

- Prepare/review monthly accounts, journal entries and supporting schedules.
- Prepare and submit quarterly reporting packs/presentations with variance analysis.
- Prepare/review payments and billings including inter-company activities and staff claims.
- Handle cashflow projections and bank account admin matters.
- Prepare and submit government financial statistical surveys/data and MAS regulatory returns/surveys.
- Coordinate and liaise with external parties e.g. internal and external auditors, corporate and GST tax agents, corporate secretarial agents. Also includes managing the annual audit process including preparation of the audited financial statements and schedules required by the auditors and agents.
- Assist with ad-hoc projects assigned by the stakeholders.

REQUIREMENTS

- Diploma or Degree in Accountancy or ACCA equivalent with min 3 to 5 years of relevant experience.
- Good knowledge of various aspects of finance and corporate function which includes management reporting, financial reporting, contracts and HR.
- Good knowledge of IFRS/SFRS, Singapore Tax, MAS reporting and GST regulations
- Proficient in MS Office with advanced MS Excel Skills.
- Hands-on knowledge of MYOB, XERO applications.
- Self-motivated and able to work independently.
- Attention to detail and accuracy.
- Possess good communication skills – both written and verbal.

ABOUT YOU

- You are meticulous, good at managing your time and able to multi-task effectively.
- You have a strong sense of ownership and display good problem-solving skill.
- You are able to work and communicate effectively with internal and external stakeholders.
- You are a driven self-starter who likes taking initiative to resolve issues and possess the ability to work independently with minimal supervision.
- You have the desire to learn about fund operations and investments, in particular fund of funds.



ABOUT HAWKS BURN GROUP

Founded in 2011 and based in Singapore, the Hawksburn Group (www.hawksburn.com) is a multi-family office platform comprising of a MAS Licensed fund management company (LFMC). We manage discretionary pools of capital for Ultra High Net Worth Individuals, Family offices and Institutions. We also provide a full suite of services that our clients may call upon to manage their life affairs ranging from accounting, corporate services and tax solutions to global visa and travel services. The Hawksburn Group is an equal opportunity employer with a strong sense of work life balance. The successful candidate will have meaningful exposure to global finance market investments both public and private, while interacting with a truly global client base represented by large family offices and ultra-high net worth individuals.

Interested applicants may submit their updated CVs and cover letter to Ms Lisa Arsad at jobs@hawksburn.com. We regret to inform you that only shortlisted candidates will be notified.