



ASSOCIATE ACCOUNTANT

JOB SUMMARY

Provide accounting services and financial support to the organization, Hawksburn Heritage. Perform day to day accounting operation including data entry to accounting system. Possess 1 - 2 years of accounting experience.

Location: City Hall

Working Hours: 5-day work week, Mondays to Fridays, from 9.00 am to 6.00 pm with flexibility of WFH arrangements.

RESPONSIBILITIES:

- Manage and coordinate business accounting engagements.
- Determine resource requirements and direct/monitor engagements.
- Maintain continuous interaction with clients, manage expectations and ensure exceptional client service.
- Prepare financial statements and work with external auditors as required.
- Ensure all records are maintained in good order and compliant with regulatory requirements.
- Share knowledge to develop professionally and enhance service delivery. Facilitate open communication and supervise staff and peers.
- Ensure accurate reporting of the funds' performance to clients.
- Deliver accurate and timely work products within specified deliverables timelines.
- Take the lead in ad-hoc projects as required.
- Contribute to a flexible, stable and team-oriented working culture.

QUALIFICATIONS/ EXPERIENCE:

- Bachelor's degree in accounting, local Polytechnics or related disciplines.
- One to two years' experience in book keeping, corporate tax, GST & XBRL for Singapore companies in an outsourced accounting firm.
- Good knowledge of Singapore Financial Standards (SFRS), ACRA, MOM, CPF and IRAS regulatory requirements.
- Experienced Audit assistants/executives/associates who are currently working in Malaysia/Singapore Audit Firms are also welcome.
- Resilient and able to work independently to organize and prioritize work with minimal supervision.

About You

- You are meticulous and are good at managing your time.
- You have passion, initiative, a strong analytical mind, and a positive working attitude.
- A team player with good interpersonal and communication skills.
- High level of efficiency, accuracy, integrity and attention to detail.
- Proactive, committed, and able to work under pressure.
- Drive for client service excellence.
- Proficient in Mandarin; both spoken and business writing (to liaise with Mandarin speaking clients).



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.