

<https://www.3ecpa.com.sg/job/attachment-and-internship-programmes/>

Attachment and Internship Programmes – Accounting Firm

Description

3E Accounting Singapore is currently looking to appoint an Attachment and Internship Programmes to join their company administrative / secretarial / accounting / human resource / marketing / taxation team in Singapore office.

3E Accounting Pte Ltd aims to be the leading corporate service provider and top accounting firm in Singapore providing One-Stop Solution services for our clients.

[3E Accounting Pte Ltd](#), Singapore is the global headquarters of [3E Accounting International](#), an International Accounting network with a global presence in more than 70 countries worldwide.

Our Mission

To offer the Three Es: efficiency, effectiveness and economy, all part of our One-Stop Solution services for our clients.

Our Vision

The World's leading corporate service provider, offering services beyond excellence.

Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates should email their resume to info@3ecpa.com.sg

Please state your current and expected salary and include in the CV a digital photo of yourself.

Job Responsibilities

Our internship program provides students with practical hands-on experience and opportunities to explore their interest and further develop professional skills and competencies.

Administrative Department:

- Provide administrative support to the department's operations
- Update records and processing letters

Corporate Secretarial Department:

- Update & maintain statutory registers and records
- Prepare & filling of e-Forms with ACRA and e-Stamping of transfer forms

Accounting Department:

- Prepare financial data for entry into the accounting system
- Handle account closing up to the monthly trial balance, income statement and balance sheet

Human Resource Department:

Hiring organization

3E Accounting Pte Ltd

Employment Type

Contractor

Industry

Accounting Firm

Job Location

51 Goldhill Plaza #07-10/11,
308900, Novena, Central,
Singapore

Working Hours

Mon – Fri: 9:00 to 18:00

Base Salary

S\$ 700 - S\$ 1200

Date posted

November 4, 2019

Valid through

November 30, 2019

- Perform monthly payroll and submit CPF for clients
- Prepare payroll report, final payment and statutory payment for clients

Marketing Department:

- Manage and lead digital marketing for the Company
- Design and manage digital content (Website, Blog post, Press Releases, Twitter, LinkedIn, Facebook and etc)

Taxation Department:

- Preparation / Review of tax computation and Form C
- Assisting the client for GST registration

Requirements

- Undergraduates pursuing Bachelor's Degree in Accounting/Finance/Commerce, Business Administration/Studies/Management, Human Resource Management, Corporate Administration or equivalent are encouraged to apply
- Proficiency in Microsoft Office (Word, Excel & PowerPoint)
- Possess strong leadership qualities, actively involved in extracurricular activities
- Available for duration of at least 3 months