



## 3E ACCOUNTING PTE. LTD.



accredited training organisation

### Description of Company Profile and Industry:

3E Accounting Pte. Ltd. is a Singapore-based firm that provides professional incorporation, accounting, tax, immigration and compliance services for start-ups and small- to medium-sized firms. Our head office is conveniently located in Novena.

We are growing quickly and are looking for bright individuals who thrive in a fast-paced work environment. We look for good communicators who can articulate their ideas and understand the big picture surrounding the incorporation business. If you are energetic, dedicated and passionate, 3E wants you!

### VACANCIES FOR SINGAPORE QP CANDIDATES:

#### Number of vacancies:

2

#### Location of vacancies:

Novena, Singapore

#### Job Title:

Account Assistant/ Accountant

#### Department:

Accounting and Tax

#### JOB DESCRIPTION:

##### Account Assistant:

Candidates are required to

- prepare financial data for entry into the accounting system
- handle accounts receivables and accounts payables
- prepare bank reconciliation and audit schedules
- handle account closing up to the monthly trial balance, income statement and balance sheet
- prepare Goods and Services Tax filing
- perform other ad-hoc duties when assigned by superiors

##### CANDIDATE REQUIREMENTS:

- A recognised university degree accountancy.
- 1-4 year working experience in preparing full set of accounts advantageous
- Able to work independently and under stress
- Individuals who are willing to work hard and with good attitude and interpersonal skills
- Good communications skills and ability to speak Mandarin is an advantage (to liaise with Chinese speaking associates)
- Singaporean, SPRs and Foreigners are welcome to apply
- Able to start work immediately or within short notice

##### Account/Senior Accountant:

Candidates are required to

- handle full set of accounts for SME
- handle returns, income tax submission, GST quarterly report and filing
- communicate with Client independently

- prepare unaudited financial statements
- perform other ad-hoc duties when assigned by superiors
- liaise with auditors and corporate tax agents

#### **CANDIDATE REQUIREMENTS:**

- A recognised university degree accountancy.
- Proficient in MS Office & MYOB accounting software advantageous
- Able to work independently and under stress
- Minimum 2 years working experience in audit firm or accounting firm
- Individuals who are willing to work hard and who are meticulous and keen to learn
- Good communications and interpersonal skills, ability to speak Mandarin is an advantage (to liaise with Chinese speaking associates)
- Singaporean, SPRs and Foreigners are welcome to apply
- Able to start work immediately or within short notice

#### **REPORTING STRUCTURE:**

Candidates will report to the Accountant or Account Manager

#### **HOW TO APPLY:**

Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates should email their resume to [3e@3ecpa.com.sg](mailto:3e@3ecpa.com.sg) (<mailto:3e@3ecpa.com.sg>).

#### **For enquiries on the position, please contact:**

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