

Job Description



Role:	Accounts Assistant
Base Office:	Singapore
Business Line:	PMG – Finance
Classification:	Full Time / Fixed Term
Direct Manager:	Business Controller

SUMMARY STATEMENT

NMG Consulting is a specialist, multinational consultancy focused exclusively on the financial services industry.

The individual will be responsible for all aspect of intercompany, accounts payable and accounts receivable duties for allocated entities/business lines.

For accounts payable (AP) functions, the individual will oversee the full AP/procure-to-pay (PTP) process, including but not limited to processing of invoices, reconciling payments, executing payment transfers, and recording of expenses.

For accounts receivable (AR) functions, the individual will oversee the full AR/order to cash (OTC) process, including but not limited to creation of invoices, reconciling receipts, resolving billing discrepancies, monitoring bill status, responding to client queries and recording related entries into the general ledger.

KEY RESPONSIBILITIES:

- Entering and coding both supplier and customer invoices in the accounting system accurately and timely
 - Review all staff expenses to ensure that all claims are properly approved, supported with receipts and in line with the company's claim policies
 - Being the point of contact internally and for external parties for related accounts queries
 - Being responsible for the resolution of these accounts queries
 - Assisting with payment runs
 - Create and process invoices raised
 - Record all receipt transactions via Cheque, Cash, Giro and TT timely and accurately
 - Control outstanding and overdue receivables in order to minimize the risk of non-receivable accounts
 - Perform intercompany billing and reconciliation of intercompany balances
 - Preparation of schedules for month end closing
 - Perform monthly Customers' reconciliation and resolve any discrepancies
 - Prepare bank reconciliations; Assist with external auditors' request for financial audit related to intercompany, AP and AR
 - Provide information to Assistant Accountant/Business Controller/OM on related issues and queries
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COMPETENCIES, QUALIFICATIONS AND EXPERIENCE:

- Degree/diploma in accounting
- Ideally 1 -2 years' experience in similar accounting function role
- Proficient in general accounting software and MS Excel/Word
- Responsible, diligent and attentive to detail; follows through on queries and issues
- Strong communicator, comfortable in dealing with both internal and external parties, clients and suppliers
- Recognises and resolves problems quickly and efficiently