**Job title**: Accounts Receivable Executive

The incumbent will be responsible for collections of outstanding accounts receivable dollars from the existing client base and all other aspects of collections, resolving customer billing problems and reducing accounts receivable delinquency.

**Duties and responsibilities**

- Reviewing open accounts for collection efforts.
- Making outbound collection calls in a professional manner while keeping and improving customer relations.
- Resolves client-billing problems and rescues accounts receivable delinquency, applying good customer service in a timely manner.
- Collect customer payment in accordance with payment due dates.
- Identify issues attributing to account delinquency and discuss them in Manager.
- Review and monitor assigned accounts and all applicable collection reports and MIS.
- Provide timely follow-up on payment arrangements.
- Email & Telecon correspondence to customers to encourage payment of delinquent accounts.
- Liaising with Functional & Team Members in Singapore.

**Requirements**

We look for the following general qualities in the people we would like to part of our team:

- Degree holders
- The ideal candidate for this position will have a minimum of 2 years of corporate collections experience including interaction with a large customer base.
- Good English written and verbal communication, problem solving and analytical skills required.
- Ability to work independently and to adapt to a fast changing environment.
- Proficiency in Microsoft Office including Excel and Word.
- Must be process oriented, disciplined and have attention to detail with an eye for accuracy.
- Creative, self-disciplined and capable of identifying and completing critical tasks independently and with sense of urgency.

Interested and qualified candidates are invited to submit your applications to hr@incorp.asia by 30 September 2019.

In.Corp Global Pte Ltd
30 Cecil Street #21-08, Prudential Tower
Singapore 049712
# Job title

| **Assistant TAX Manager** |

## Duties and responsibilities

- Preparation and/or review of individuals, sole proprietorship, partnership, corporate and withholding tax computations for a portfolio of clients and ensure timely completion of deliverables
- Handle queries from clients and IRAS
- Able to provide high quality service to clients
- Support Manager on tax advisory work and to achieve monthly targets
- Able to lead and guide a team of professionals and work effectively with internal departments
- Other ad-hoc duties or assignments.

## Requirements

- Accounting Degree / ATTS / Executive Tax Programme Level II or relevant tax qualifications recognized by SIATP
- At least 5 years of relevant experience in Singapore tax
- Preferably to have Accredited Tax Practitioner (Income Tax)/ (GST)
- Good communication skills
- Keen attention to details

## Key result areas

- Timely submission of all documents to the relevant parties by the due date
- Leadership in identifying and resolving tax issues
- Assessment of risk and robustness of recommendations

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**In.Corp Global Pte Ltd**
30 Cecil Street #21-08, Prudential Tower
Singapore 049712
**Job title**  
*Corporate Secretarial Associates*

**Duties and responsibilities**

- Incorporation of New Company
- Striking off the Company
- Preparation of the AGM, EGM, Board Resolution, etc.
- Filing with ACRA on the changes (shares, change of officers, address etc.)
- Liaising with the clients and ACRA / IRAS officer
- Maintaining minutes books and updating records in register book
- Amendments to the Company’s M&AA
- Discharge of Registered Charges
- E-stamping with IRAS for transfer of shares
- Preparation of the Company’s billing for secretarial fee and other charges
- Update the Company’s computer system for payment & deposit the cheques/cash
- Assisting the tax department to type for the tax computation and other docs
- Registration / Renewal / Termination of Business Firm
- Issue of share certificates
- Arrange and order for the common seal
- Manage and inform the clients for their company’s mails
- Other ad-hoc duties or assignments.

**Requirements**

- Possess ICSA/LLB or CS Qualification Equivalent
- Experience in professional firms providing corporate secretarial services
- Familiar with ACRA Biz-filing requirements
- Good organizing & coordinating skills
- Good command of spoken & written English
- Good attention to details

Interested and qualified candidates are invited to submit your applications to hr@incorp.asia by 30 September 2019.
Job title: Payroll Executive

Duties and responsibilities:

✓ Perform the full spectrum of payroll activities including bi-monthly payroll processing.
✓ Ensure all payments are processed in compliance with statutory requirements and company policies.
✓ Ensure timely and accurate submission of statutory contribution, tax clearance applications, GPML/GPCL/NS Pay Claims and annual tax filling (IR8A/AIS).
✓ Prepare monthly payroll reports, claim documents and perform reconciliation.
✓ Identifies investigates and resolves discrepancies in commission and payroll records.
✓ Handle employee’s queries on all payroll related matters promptly.
✓ Uploading of payroll payout timely and accurately via online.
✓ Other ad-hoc duties or assignments.

Requirements:

➢ Degree holders or polytechnic diploma holders.
➢ Candidate must possess at least Professional Certificate/NiTEC in Business Studies/Administration/Management or equivalent.
➢ 1 - 2 Year(s) of working experience for Payroll Clerk role.
➢ 3 - 4 Year(s) of working experience for Payroll Specialist role.
➢ Proficient with any Payroll Software and Microsoft Office applications
➢ Meticulous with numbers
➢ Detail-oriented & well organized
➢ Proactive & work independently
➢ Good attitude and discipline
➢ Able to commence work ASAP.

Interested and qualified candidates are invited to submit your applications to hr@incorp.asia by 30 September 2019.

In.Corp Global Pte Ltd
30 Cecil Street #21-08, Prudential Tower
Singapore 049712
**Job title**

**Accounts Associates / Senior Accounts Associates**

**Duties and responsibilities**

- Handle full set of accounts including reconciliations, cash flow, month/year end closing and year-end audit schedules for clients.
- Preparation of financial reports and tax (If required)
- Able to work in teams and support the Managers/Team Heads in meeting targets.
- Attend and facilitate (as appropriate) all status meetings, client meetings and client calls.
- Able to communicate effectively with departments and clients to ensure a timely completion of work.
- Other ad-hoc duties or assignments

**Requirements**

- Degree in Accountancy/ACCA/CPA/CA or equivalent
- Minimum 2 to 6 years of accounting experience, including experience in the related fields
- Meticulous, Good analytical skills
- Able to work under pressure and tight deadline
- IT Savvy and knowledge of accounting software required
- Can work independently with minimum supervision
- Results driven!

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**In.Corp Global Pte Ltd**

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