Contract Accounts Executive, Singapore (6 months contract)

Summary of Company

Gunvor Group is one of the world’s largest independent commodities trading houses by turnover, creating logistics solutions that safely and efficiently move physical energy from where it is sourced and stored to where it is demanded most. With strategic investments in energy infrastructure—refineries, pipelines, storage, terminals, mining and upstream — Gunvor further generates sustainable value across the global supply chain for its customers. Founded in 2000, Gunvor reported revenues of $87 billion (USD) on volumes of 185 million MT in 2018.

Gunvor has more than 1,600 employees and it maintains offices in Singapore, Houston, Shanghai, Beijing, Amsterdam, Nassau, Dubai and Tallinn with new offices planned in strategically relevant markets.

Main Responsibilities

- Keying and updating of daily bank transactions into accounting system
- Timely preparation of daily receipt/payments and expenditure vouchers
- Assist in daily cash flow updates, trade & non-trade mainly AR and some AP & GL transactions
- Prepare staff claims, petty cash, fixed assets, bank reconciliation, and GST submission
- Assist in month-end closing process
- To ensure all filing is done in a timely and accurate manner
- Perform other ad-hoc assignments as directed by the superior.

Candidate’s Profile

- At least 2 years relevant working experience (Audit experience an added advantage)
- Prior experience handling full set of accounts
- Knowledge of GST and L/C would be a plus
- Organised, meticulous, and able to handle high volume of intercompany transactions
- Proficient in MS Excel

Think you’ve got what it takes? Please send us your resume to candy.lim@gunvorgroup.com by 31 August 2020. We regret to inform that only shortlisted candidates will be notified.