Aspory is a precious metals refinery with an ASEAN regional focus and a vision to be the preferred and most trusted leading player in the industry. Using innovative industrial refining methods, Aspory devotes itself to supply our clients with the finest quality precious metals refining services in the business with the highest level of discretion and privacy at all times.

The Aspory business model is designed to assure maximum return value of your assets through environmentally sustainable solutions, modern technologies and processes, expertise in project management, and a motivated team of experienced personnel delivering premier business solutions to your precious metal refining needs.

**Accountant**

**Working Hours** 9:30 am – 6:00 pm, Mondays-Fridays

**Work Location** Kaki Bukit

- Maintaining full set accounts inclusive of AR, AP, FA & GL;
- Prepares Staff payroll, financial report;
- Manage Banks reconciliation;
- Control Debtors & Creditors reconcile;
- Control audit schedules;
- Compilation and submission of GST returns;
- Monitoring Corporate Trade accounts;
- Liaison with bankers/auditors/corporate secretary/affiliate;
- All daily accounting works;
- All corporate secretarial work;
- Verify and record invoices and arrange payment;
- Prepare and send invoices to debtors;
- Check and process loan applications for signature;
- Wages and salaries administration;
- Prepare regular reports and summaries of accounting activities;
- Prepare financial statements and debtors’ listings;
- Check customers’ credit ratings;
- Verify recorded transactions and report irregularity to management;
- Prepare reconciliations of accounts;
- Debt Management

**What We Look For in You**

- University or college degree in a quantitative discipline subject (business administration, accounting, economics or finance).
- Minimum 1 year of bookkeeping experience for a local company.
- Knowledge of Singapore Financial Reporting Standards and tax regulation.
- Possess initiative and drive.
- Excellent analytical, interpersonal and communication skills.
- Fluent in English.

To apply, please send in your application to david@aspory.com.sg by 29 Jun 2018, Fri (QUOTE Job Title in the Subject Title)

Due to volume of applications, we regret only shortlisted candidates will be notified.