Job Description

Denova Sciences is looking for a dynamic individual to take on the role of an Accounts & Administration Executive in the company.

Roles & Responsibilities

- To prepare and issue quotations, delivery order and invoices to clients for billing purposes and to liaise with customers on billing issues.
- To prepare purchase orders and payments for procurement purposes and liaise with suppliers on discrepancies in invoices.
- To manage payroll accounting.
- To perform HR role which includes managing employee’s leave, medical and claims, welfare and benefits, and recruitment.
- To monitor and manage cash flow, involving real time reporting and forecasting.
- To reconcile and resolve financial discrepancies by collecting and analyzing account information.
- To maintain proper filing of accounting and procurement documents for record keeping.
- To prepare and submit monthly, quarterly and yearly financial reports.
- To maintain proper accounting controls by preparing and recommending policies and procedures (SOP).
- To prepare documents required for corporate taxation and registration.
- To liaise with corporate accountant for annual accounts submission.
- To find out and assist in obtaining project funding (grants and incentives) for SME.
- To provide general administrative support to the team and other relevant ad-hoc tasks.
- To handle email enquiries and offer administrative advice.
- To perform periodic updates on company website.
**Requirements**

- At least two (2) years of working experience in the related field.
- Strong knowledge in accounting procedures.
- A team player, and at the same time able to work independently with minimal supervision.
- Organized and meticulous, with an eye for details.
- Possess good interpersonal, presentation and communication skills (verbal and written).
- Willingness to learn and troubleshoot problems.
- Good time management and willingness to work with tight timelines.
- Resourceful, proactive and have a good working attitude.
- Customer-orientated personality.
- Well versed in Microsoft applications, especially Excel.
- Knowledge of Xero and Wordpress will be advantageous.

**Application Procedure**

Interested candidates can send your CV to the hiring manager at johnkoh@denovasciences.com. We regret that only shortlisted candidates will be notified.