



The Helping Hand

"Come unto me, all ye that labor and are heavy laden, and I will give you rest" (Matthew 11:28)

Accounts cum Admin Assistant

Job Description

- Preparing Petty Cash & Claims
- Manage office supplies include purchasing
- Maintain proper record of paperwork and filing
- Recording and updating of databases
- CPF Submission, GST Submission
- Processing work related application
- Submission of online surveys
- Daily accounting duties including data entry and book keeping
- Responsible for managing the accounts receivable and payables, payment processing and expense claims.
- Updating supplier invoices into accounting system
- Any other duties assigned

Job Specification

- Accounting Certification AAT qualification or equivalent Diploma in Accounting
- Proficient in MS Office
- Minimum 1.5 years relevant experience
- Team Player
- Hardworking & meticulous
- Retirees are welcome