

Error! Reference source not found.

Type: Template  
Reference: S03.06.\_\_\_\_EN\_CORPMBO-T01  
Version: 1 Workitem ID: 683366  
Applicable date: 10.04.2017 Applicable for:

## JOB PROFILE

Job Title	Accounts Executive		For HR purposes only
Group / Region / Area / Country	Singapore	Company Hierarchy Level	Professional
Job Family (please tick one box)			
Operations			
Production	Engineering and Industrial Services	Operations Management and Sustainability	
Supply Chain Management			
Customer Services	Logistics	Procurement	
Sales + Marketing		HR + Communications	
Sales and Marketing	Research and Development Services	Human Resources	
Finance + IT		General Management + Others	
Finance	X IT	General Administration	

## POSITION SUMMARY

In just a few sentences, broadly describe the main purpose of the job. Indicate what is done and why (outcome). i.e., answer the question, "Why does the job exist?"

If applicable, please also comment on shared or excluded responsibilities.

Responsible for accuracy, timelines and the general integrity of the accounting function and related reports. Allocate work and ensure that correct procedures are followed.

## KEY ACCOUNTABILITIES

List and describe the position's key accountabilities in order of importance. As a reference, think about key accountabilities in terms of "Impact on Business" (i.e. business contribution, nature and scope of responsibility, risk and financial impact), "Innovation and Change" (i.e. range and diversity of activities, problems, processes, market dynamics and management challenges that need to be recognized and resolved) and "People Leadership" (i.e. management, motivation and development of staff as well as teamwork). Insert additional rows as needed.

- To achieve Company Group reporting deadlines and maintain quality compliance to required quality levels with respect to Accounting Reporting System.
- Handle all transactional activities in AP, AR, FA, GL and intercompanies.
- Able to meet deadlines set by the group and local management
- Able to handle task assigned by superior

Error! Reference source not found.

- Meticulous and diligent in all reporting aspects
- Achieve yearly KPI set in Objective set by superior
- Assist in month end closing of account
- Ensure compliance with Group Internal Control Standards
- Attend stock take as and when require

## POSITION SCOPE

Provide information related to the position's scope. If not applicable, indicate "n/a".

<b>Reporting Line(s)</b>	<b>Solid line(s) to</b>	Finance Manager
	<b>Dotted line(s) to</b>	n/a
	<b>Number of direct reports</b>	n/a
	<b>Number of total reports</b>	n/a
	<b>Number of dotted line(s) reports</b>	n/a
<b>Performance Measures</b> (i.e., personal revenue goals, other targets)	KPIs agreed in yearly MbO.	

## KNOWLEDGE, SKILLS AND ABILITIES

Indicate the education level, previous experience, specific knowledge, skills and abilities required to meet **minimum requirements** for this position.

<b>Education</b> (degree / diploma)	<ul style="list-style-type: none"><li>• Degree in accounting/professional qualification (ACCA, MICPA, CIMA)</li></ul>
<b>Experience</b> (number of years)	<ul style="list-style-type: none"><li>• Minimum 2 years working experience as Account Executive, preferably in audit environment.</li></ul>
<b>Knowledge and skills</b> (general, technical and soft skills)	<ul style="list-style-type: none"><li>• Knowledge of SAP system advantageous.</li><li>• Resourceful.</li><li>• Analytical skills.</li><li>• Positive attitude and initiative to independently resolve issues.</li><li>• Ability to communicate at all levels of the organization and with internal and external customers.</li><li>• Attention to detail and high level of accuracy.</li><li>• Good computer skills (MS Office – especially Excel, Word, PowerPoint).</li><li>• Ability to speak English, Malay.</li></ul>
<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Excellent command of both oral and written local language and English are required.</li></ul>

Error! Reference source not found.

(certifications, specialized training, languages and % of travel requirements)	<ul style="list-style-type: none"><li>• Good command of both oral and written additional language is beneficial.</li></ul>
--	--

**WORKING RELATIONSHIPS**

*Indicate the primary internal and external contacts (e.g. customers, suppliers and third parties) with whom the position interacts on a regular and recurring basis, and the purpose / nature of the relationship and service delivery. If describing a consulting role, indicate the typical client contacts (e.g., manager, vice president, CEO, board of directors). Indicate whether the contacts are typically domestic or international. If not applicable, indicate “n/a”.*

<b>Internal contacts</b> (and purpose / nature of relationship)	<ul style="list-style-type: none"><li>• Finance &amp; Controlling team,</li><li>• Supply Chain management</li><li>• Human Resources</li><li>• Other functions in the organization</li></ul>
<b>External contacts</b> (and purpose / nature of relationship)	<ul style="list-style-type: none"><li>• Vendors,</li><li>• Customers,</li><li>• Auditor.</li><li>• Tax agent.</li></ul>