



Job Description - Finance Executive

The role

We are looking for a Finance Executive to be part of our expanding Finance team to assist with all finance routines and related work. We seek an independent worker, who thrives working in a fast-paced environment. The role requires high initiative, problem solving, good project management skills and the ability to work successfully in varying environments and responsibilities. Excellent communication skills and the ability to cooperate closely across internal functions are essential.

Responsibilities / Duties

- Monitor day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
- Monitor grants and contracts to ensure that these projects are properly charged with appropriate costs, projects milestones are met, and all claims are made in an accurate and timely manner
- Develop, put into practice, and monitor procedures for handling finances and accounting
- Prepare invoices for customers, resolve any customer issues regarding invoices or billing
- Process staff expense claims, issue cheques etc.
- Facilitate internal audits and cooperate with external auditors
- Any other duties as required

Minimum Required Qualification

- A Diploma in Accountancy or related field.

Preferred Qualifications

- At least 2 years of financial administration and accounting work experience
- Organised and meticulous in handling numbers and data
- Fully proficient in Microsoft Office Applications, especially Microsoft Excel
- Must have excellent written and oral communication skills in English language (any other language proficiency is a plus)
- Effective team player with the ability to work independently is preferred
- Cross-functional, cross-geography, and cross-cultural experience
- Experience in SAP/Xero/Quickbooks would be an added advantage