

Finance Senior Executive/Manager

5 Days Work-Week

Come join us at our clinic where you can make a difference!

The Company:

Oriental Remedies Group (ORG) provides an exceptionally high level of care for our patients, offering effective treatments grounded in Traditional Chinese Medicine (TCM) and cutting edge technology-enhanced therapies to build a wellness community for all mankind.

- Patients love us - our Physicians are very skillful and bilingual in both Mandarin and English
- Our company culture builds connections, careers, and employee growth!

The Position:

We are looking for a Full Time Finance Executive in our Jurong East Clinic Branch who:

- Managing full set of accounts (including AP/AR/GL functions), payroll processing (salary reconciliation) and preparation of IRAA
- Analyse and generating monthly accounts report
- Preparing cheques, debit and credit note issuing
- Processing of intercompany accounts and cash management across different branches
- Performing monthly bank reconciliations and cash flow statements for management
- Tabulation and managing staffs' commission, all claims and process billing invoices accurately
- Performing of other ad-hoc duties assigned by superiors

Job Requirements:

- Minimum Diploma in Accounting/Finance or equivalent OR ACCA qualification
- At least 4 years of relevant working experience in Accounting and Finance roles
- Required skills: experienced in the use of Xero and QuickHR software
- Proficient in Microsoft Office - Excel (vlookup), Word and Powerpoint skills
- Able to work in a fast-paced environment independently, and possess qualities of a good team player
- Meticulous, proactive, resourceful and self-driven with positive mindset
- Strong verbal and written communication skills
- Excellent Problem Solving Skills and strong desire to learn
- Able to multi-task and work in a fast-paced, collaborative environment

If you're interested to join Oriental Remedies Group, send your updated CV to us at hello@orientalremediesgroup.com and we will get in touch if you are shortlisted for a vacant role.