

STPI

Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Accounts & HR Assistant
Job Level	
Department	Finance
Reporting To	Head of Corporate Services
Subordinate(s) (if applicable)	Not Applicable
Overall Job Objectives: To provide general support in Accounting and HR administrative function.	
Core Responsibilities: <ul style="list-style-type: none">• Assist and prepare day-to-day operation in accounting like collating Purchase Order and Approvals from various departments upon receipt of invoice for data entry,• Assist in the preparation of monthly schedules and reconciliations,• Assist in the preparation of quarterly GST filing and other tax compliance matters,• Assist in the administration of Fixed Asset Register, including periodic check,• Assist in petty cash administration,• Assist in payroll related matters, such as Overtime Pay computation, and• Assist in other general Administration duties.	
Job Specifications: <ul style="list-style-type: none">• Possess Higher Nitec / A Level / CAT / Diploma in Accounting or equivalent,• Candidates with no experience are welcome to apply,• Candidates with 2-3 years of relevant work experience, including hands on experience in using SAP (Accounting Module), will have an advantage,• Candidates with system will be desired,• Proficiency in MS Office applications is required,• Resourceful and able to work independently, and• Possess good communication and interpersonal skills and a team player	
Key Deliverables: <ul style="list-style-type: none">• Timely and accurate administration of Financial / HR information,• Assist in statutory reporting, and• Up-keeping of HR related information and record keeping	