

# STPI

Creative Workshop & Gallery

## JOB DESCRIPTION

Job Title	Accounts Assistant
Department	Finance
Reporting To	Head of Finance
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"><li>• 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,</li><li>• Handling AR, AP, GST.</li><li>• Processing invoices and bank reconciliation.</li><li>• Maintain filing system for clarification and submissions.</li><li>• Assist in the preparation of monthly schedules and reconciliations,</li><li>• Assist in the administration of Fixed Asset Register, including periodic check,</li><li>• Assist in other general Administration duties.</li></ul>	
Job Specifications: <ul style="list-style-type: none"><li>• Possess Higher Nitec / A Level / CAT / Diploma in Accounting or equivalent,</li><li>• Candidates with no experience are welcome to apply,</li><li>• Candidates with 2-3 years of relevant work experience, including hands on experience in using XERO (Accounting Module), will have an advantage,</li><li>• Candidates with system will be desired,</li><li>• Proficiency in MS Office applications is required,</li><li>• Resourceful and able to work independently, and</li><li>• Possess good communication and interpersonal skills and a team player</li></ul>	
Key Deliverables: <ul style="list-style-type: none"><li>• Timely and accurate administration of Financial information,</li><li>• Assist in statutory reporting</li></ul>	