



## Finance Assistant

We are looking for a Finance Assistant to join our team. The individual will be reporting to the Finance Manager and working closely with internal and external parties. They would also be responsible for Account Receivable, Account Payable and Administrative Support within the company.

### Key Roles and Responsibilities

- Preparation of reporting: Daily sales reports, weekly sales reports, AR ageing reports
- Prepare AR statements
- Issue Credit Notes and Debits
- Issue AP Payments
- AP Invoice / Payment entry
- Any other duties assigned by direct report

### In order to succeed in this role, you should ideally have:

- Minimum 'O' Level/CAT/LCCI
- Preferably with 1-2 years of relevant working experience
- Familiar with accounting software

### Other Information:

- Mon – Fri (8:30am – 5:30pm), Alternate Sat (8:30am – 12:30pm)
- Transport provided at Yew Tee / Admiralty MRT Station

Please submit your detailed resume with a recent photo, current and expected salary to:

[hr.admin@tak.com.sg](mailto:hr.admin@tak.com.sg)

We regret to inform that only short-listed candidates will be notified.

Office Located at: 14 Senoko Loop, Singapore 758150