

Accountant

JI Capital Partners is a Singapore headquartered private equity firm that focuses solely on Sustainability and Impact investing in Asia. Founded by a team of seasoned investment professionals with decades of private equity, ESG practices and impact investing experience, JI Capital Partners work with high impact entrepreneurs across Southeast Asia who have developed unique and innovative solutions to address issues with either the environment, climate change or social infrastructure. Validated by world class institutions, JI Capital Partners has developed Best in Class management system in ESG and Impact investing to support its portfolio companies.

We are expanding and would like to add an Accountant to join our Finance and Operations team. The ideal candidate should be a graduate with at least 3 years of professional experience and is keen to build a long-term career in the private equity industry. The role will report to the Head of Finance and Operations.

Duties and Responsibilities:

- Perform daily accounting tasks including arranging payments to vendors, overseas and local expenses staff claims, billing of invoices, preparing vouchers, journal entries in timely manner
- Prepare month-end closing including preparing accounts schedules, bank reconciliations, inter-company reconciliations and management reporting
- Support year end closing and audit
- Handle quarterly GST submissions
- Prepare financial forecasts and budgets
- Prepare payroll and CPF submissions
- Liaise with various parties for reports, e.g. bankers, external auditors, tax advisors/agents, company secretary, fund administrators and other statutory bodies/government authorities as necessary
- Ensure compliance with relevant statutory acts and deadlines
- Maintain good documentation and filing system
- Assist in various ad-hoc special projects and initiatives
- Assist in handling general office finance & operations duties

Requirements:

- Bachelor's degree in Accountancy from a recognised tertiary institution
- At least 3 years of relevant working experience with at least 2 years in handling full sets of accounts
- Strong command of written and spoken English and fluency in at least one other Asian language would be preferred.
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Well organized, logical and meticulous with strong attention to details, discreet
- Ability to multi-task and thrive in a fast-paced environment similar to that of a start-up
- Self-starter, able to work independently
- Strong analytical, problem-solving and interpersonal skills
- Team player with initiative, willingness to learn
- Candidates with relevant prior work experience from asset management firms, family offices or private equity firms will be viewed favourably
- Singapore Citizen or Permanent Resident preferred

Interested applicants,

Please send your CV with a cover letter to info@jicapital.org

Only shortlisted candidates will be notified.