

## Regional Accounting Executive – Singapore

mClinica is a fast-growing impact-driven healthcare technology company, focused on advancing healthcare for hundreds of millions of people across Asia. We help the biggest Pharmaceutical Companies in the World, Governments and NGOs navigate in southeast Asia's emerging markets.

At mClinica we value people that take initiative and reward them with significant responsibility and the ability to directly impact our business globally. To support our rapid expansion, we are now looking for a Regional Accounting Executive to support our book keeping, based in Singapore.

### Your tasks and responsibilities:

- Daily bookkeeping and journal entry for our SG entity in Xero;
- Do payroll for employees in SG, including CPF computation, contribution and withholding;
- AR/AP-ageing and tracking, ensure that bills are collected and paid on time by following up with the relevant parties. Also, responsible for:
  - Making payments and facilitate reimbursement to suppliers and relevant stakeholders
  - Following up with clients on the collection of payment
  - All online banking payments are made with OCBC Banking system. Hence, familiarity with the system is a plus, especially relating to bulk upload for payment purposes
- Take care of all tax matters (GST, Income Tax, Withholding Tax etc.) in Singapore, including its filing and payment to IRAS;
- Liaise with auditors for a smooth audit process;
- Perform consolidation of financial statements on a monthly basis;
- Responsible for sending Statement of Accounts (SOA) for clients;
- Preparation of monthly bank reconciliation, to reconcile books and bank balance;
- Ensure an accurate and timely monthly, quarterly and year end close;
- Supports budget and forecasting activities;
- Support any ad-hoc requests by the Company;

### Your Profile

- Diploma or Degree in Finance/Accounting or have ACCA qualifications
- PC proficient, advanced user of MS Excel and experience in using **Xero is a must**
- Knowledge of Quickbooks is a plus
- Exceptional eye for detail
- At least 5 years of bookkeeping or accounting experience.
- Experience working in an Accounting or Audit Firm is a plus

### What You Can Expect from Us

- **Significant career growth opportunities** in a fast-growing international business based in Singapore.
- **Competitive compensation**
- **Challenging and diverse international assignments** along with direct responsibilities.
- **Fun & casual working environment** in an international team.
- **Starting date:** As soon as possible.

### Apply

If you are interested in this position and would like to become part of the mClinica team, please send your resume to [careers@mclinica.com](mailto:careers@mclinica.com) (Subject: Regional Accounting Executive).