



Integra is a leading petrochemical trading group with a unique combination of global reach, fast and effective communication, technical skills, market knowledge and an absolute commitment to customer and supplier partnerships. See more at: www.integra-global.com

Integra Petrochemicals Pte Ltd, based in **Singapore**, is looking for a

ACCOUNTS EXECUTIVE

Job responsibilities:

- Responsible for Accounts Receivable (AR) & Accounts Payable (AP) duties.
- Ensure timely billing and compliance with AR procedures by generating and raising invoices, debit, and credit notes
- Ensure timely booking of invoices and compliance with AP procedures.
- Timely preparation of payments
- Daily booking of bank entries
- Preparation of monthly audit schedules and bank reconciliations.
- Assist in month end closure process
- Other ad-hoc finance or administration matters assigned from time to time.

Requirements:

- Min. 3 years of relevant experience in audit and/or accounting.
- Knowledge in EU VAT will be an advantage
- Experience in using Microsoft Great Plains will be an advantage
- Meticulous, fast learner, and able to work under deadlines.
- Able to work in a team as well as independently, good communication and interpersonal skill.
- Knowledge of International Financial Reporting Standards (IFRS) and experience working with Chinese GAAP reporting would be an advantage
- Excellent working knowledge of MS Office including Excel.
- Fluency in both English and Mandarin (written and spoken).
- Able to start immediately is an advantage.

If you are interested in the job, please apply confidentially via email with your CV attached to careers@integra-global.com.

Only shortlisted candidates will be notified.