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# Example of Accountant, Finance Job Description

Our company is looking to fill the role of accountant, finance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accountant, finance

* Post journals and ensure that month-end closing tasks are executed on time
* Track capital expenditure and prepare fixed assets schedule
* Complete quarterly and annual surveys from various government bodies
* Prepare and submit annual ACRA biz filing
* Complete adhoc duties as assigned by the team leader
* Perform analytical review of monthly financials, product and project profitability
* Assist in preparation of forecast and annual budget
* Review and monitor capital expenditure and operating expenses spending
* Assist in any ad hoc assignment and projects
* Maintaining the SAP general ledger, P&L and balance sheet integrity

## Qualifications for accountant, finance

* Graduation or Master’s degree in accounting/finance
* 3-5 year experience in area of accounting
* Fully qualified or Finalist ACA/ CA/ CIMA/ ACCA - strong preference for CIMA preferred
* Operational and commercial inquisitiveness
* Accountability, accuracy, clear and concise communication skills
* 2-5 years’ experience as an Accountant I or equivalent