

Job Title: Executive/ Senior Executive, Finance (1 Year Contract)

Reporting Officer Senior Finance Manager

Job Description

Jewel Changi Airport Devt Pte Ltd (JCAD) is a joint venture between Changi Airport Group and CapitaLand Mall Asia to manage the upcoming development, Jewel Changi Airport. Strategically located in the heart of the airport, Jewel is envisaged to be a world-class lifestyle destination that will enable the Changi air hub to capture passenger mindshare and strongly boost Singapore's appeal as a stopover point for travelers.

We are seeking a detail-oriented Procurement Specialist with accounting background to join our team. The ideal candidate should be proficient in using the accounting system (SAP) to transact the procurement activities (e.g. create Purchase Order (PO), perform Goods Receipt Note (GRN)..). This role is essential in ensuring smooth procure-to-pay operations, ensuring compliance with company policies, and maintaining accurate accounting records.

Main Duties/Responsibilities

Your duties include the following main function:

Procurement Operations:

- Create and manage Purchase Orders (PO) in SAP based on approved procurement requests.
- Perform Goods Receipt Note (GRN) in SAP based on approved requests, ensuring that goods and services are received in accordance with POs.
- Collaborate with internal departments to ensure timely and accurate procurement activities.
- Collaborate with internal departments to resolve discrepancies between POs, deliveries, and invoices.
- Ensure compliance with procurement policies, financial regulations, and internal controls.
- Maintain accurate records of purchase orders, contracts, and related documentation in SAP.
- Work closely with the finance team to reconcile procurement-related transactions, ensuring accurate booking of costs in a timely manner.
- Prepare procurement reports and provide insights on the available data.
- Assist with internal and external audits related to procurement process.
- Any assigned ad-hoc tasks.

Skills/Knowledge Required

1. Candidate must possess a Diploma or equivalent professional qualification in Accounting, Finance, or a related field with 3-4 years of relevant finance experience, preferably in a MNC environment.
2. Proficient in the use of SAP (accounting software) and Microsoft Excel. Candidates with experience using SAP will be preferred.
3. Independent worker with excellent problem-solving skills.
4. Highly organised and excellent ability to track progress and ensure timely completion of tasks.
5. Detail-oriented with a high degree of accuracy.
6. Strong communication and interpersonal skills.