

FINANCE EXECUTIVE

About the Role

We're seeking a dynamic and driven Finance Executive to join our team and help grow the world of giving!

Job Description

- Perform daily accounting functions such as accounts receivables, accounts payable & general ledger.
- Track and report on invoices. Generate reminders for those overdue.
- Monitor and reconcile direct bank credits.
- Ensure all accounting records are properly maintained, checked and reconciled.
- Carry out ad hoc duties and assignments as and when required.
- Liaise with the external parties such as bankers, auditors, etc.

Requirements

- Bachelor's Degree / Post Graduate Diploma in Finance/Accountancy/Banking or equivalent.
- At least 3 years working experience in the related fields is required.
- Preferably Junior Executive specialising in Finance – General /Cost Accounting.
- Audit exposure preferable.
- Driven and dynamic self-starter with the ability to implement change.
- Fluent in English.

What's on offer?

- Salary package commensurate with experience.
- Working with a dynamic fun loving team.
- Regional travel.
- Career advancement opportunities for the right candidate.
- The role will be based in either Malaysia or Singapore.

To Apply

To apply for this role please email your CV to jobs@simplygiving.com. Please **include a cover letter** explaining why you are suited to this role.

About SimplyGiving.com

SimplyGiving.com is Asia's largest social crowdfunding community; connecting passionate people with causes they care about. Headquartered in Singapore, with offices in Kuala Lumpur and Hong Kong, Simply Giving works with 630 nonprofit partners and social enterprises in 20 countries across Asia, providing mobile-optimised donation and fundraising tools that make giving easy. www.simplygiving.com