



### About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

**Location :** Singapore

### Job Description

The Accounts Assistant will be tasked to process transactions, be involved in coding and entry of transactions. The candidate will also be responsible for invoicing, receipts, payment, cash book entries and match documents and maintain proper documentation and filing.

### Responsibilities

Duties and responsibilities will vary according to the Accounting functions assigned and any other duties as assigned.

#### Receivables:

- Checking and issuance of invoices
- Coding of billings and recoveries
- Statement of accounts and receivables chasers
- Updating of receipts, contra settlement and collection report
- Issue and send monthly statements of accounts
- Prepare monthly receivables report and reconciliation
- Maintain proper documentation and filing

#### Payables:

- Process payments - issuance of cheques
- Process claims and reimbursements
- Matching of documents with authorisation and supporting documents
- Coding of invoices and data entry into the systems
- Ensure invoices are verified and duly approved before payment
- Check on bank debit postings, and ensure bank expenses are promptly authorised and recorded
- Prepare monthly bank reconciliations



### **Requirements & Professional Skills**

- LCCI Accounting, Diploma in Accounting, CAT
- Preferably with relevant working experience.
- Basic computer literacy eg. Microsoft Words, Microsoft Excel.

### **Our Core Values**

**Safety**

To put the safety of our staff above all.

**Quality**

To strive for continuous quality improvement in all that we do.

**Customer Focus**

To achieve total customer satisfaction by flawlessly delivering customer wants.

**Leadership**

To be a world-class leader in every aspect of our business.

**Teamwork**

To encourage cooperative efforts at every level and across all activities in our company.