



Address : 1 North Bridge Road
 #06-29 High Street Centre
 Singapore 179094
 Tel : 6334 9329
 Fax : 6334 1529
 Email : apmconsult@apmc.com.sg
 Website : www.apmc.com.sg

AP Management Consultants

We are a specialized Executive search firm that carefully screens candidates and then matches their qualifications and personalities to specific employer requirements.

APMC offers a power combination of locally focused market expertise coupled with a track record of innovation and excellence. APMC meets the diverse staffing needs of its clients by providing skilled assignment employees who arrive at the workplace ready to contribute productively. Staffing solution includes, finance, accounting, project staffing, professional level staff, strategic partnerships and regular/part-time hires.

Accountant, Operating Cost

Responsibilities

- To work closely with Asset Manager and vessel management team to set up and maintain the budget control system for the vessel operations including the local operational representative offices.
- Issuance of invoices and monthly SOA to Client, preparation of monthly schedules on accounts receivables and follow-up on collection.
- Proper tracking of reimbursable costs and compilation of supporting documents for inclusion in the monthly billing cycle.
- Keeping track of disputes (including correspondence and email) between the company and the client.
- Review and analyse monthly budget and prognosis vs actual (variance report) for individual operational vessel. Assess the accuracy and reasonableness and ensure that costs are allocated to the correct cost centre and in accordance to the budget guidelines.
- Co-ordinate with Asset Manager and OIM in respect of prognosis, monthly accruals, cash requirements/funding and insurance claims.
- Working closely with OIM in respect of all technical issues (i.e. purchase requisition, fuel production reports and other information).
- Liaise with joint venture and review financial and operating cash flow statements.
- Check agents' and local representative office's disbursement, follow-up on disputes and verify funding requirements on a monthly basis.
- Process month-end recurring journals, such as prepayment charge out, provision for statutory expenses, etc.
- Upload opex journal entries.
- Submit draft management accounts generated from SAP for management review.
- To clear all open balance sheet items status in SAP.
- Update audit and salary schedules and submit for approval. Liaise with external auditors.
- Review and assist in yearly budget process.
- Regular update and attend to all in country statutory issues, direct and indirect tax matters, including timely filings and ensuring compliance.

Requirements

- Degree qualified with CPA accreditation.
- 3-5 years financial & management accounting with some cross-border experience.
- Working experience in oil & gas and/or shipping industry will be an added advantage.
- Team player with good communication skill and strong initiative.
- Have a 'hands-on' approach towards work and results-driven.
- Detail-oriented and ability to meet tight deadlines.
- Proficient in MS Office and SAP experience is a plus.

[See Other Jobs](#)

You cannot apply for this job as you are logged in as an employer.