

## JOB DESCRIPTION

### Designation

Accountant – Chennai

### About the company

Spade Consulting is global corporate finance and strategic advisory firm headquartered in Singapore working on strategic planning, corporate strategy, growth strategy, market research, financial restructuring, investor relations and valuations. The focus of the firm is to help clients grow their business by solving their core business issues powered by insights derived from a fact-based, structured problem solving approach.

The mission of the company is to bring out the best for each business, through a flexible and personalized client experience. The value proposition is that it helps clients implement the recommended strategic course.

### Job Purpose:

The job holder reports to the Finance Manager and plays a critical role in ensuring the timely preparation of monthly consolidated management reports, forecasting, management of the financial schedules relating to the budgeting, planning process and all areas of accounting.

### Key Responsibilities:

#### **Financial and Monthly Accounting**

- Responsible for all accounting aspects of all legal entities, including maintaining full set of accounts in accordance with IFRS, monthly journal entries posting, and preparing supporting financial schedules.
- Prepare consolidated accounts, ensuring elimination of intercompany transactions.
- Responsible for all aspects of the financial schedules and ensuring their data integrity at all times.
- Liaising and ensuring that monthly accounting inputs from the operations teams are received on time with variance analysis and supporting financial schedules.
- Monitor and follow up on outstanding accounts receivables and payables.

#### **Management Reporting**

- Ensure timely and accurate monthly reporting against budget/plan, and also assist the Finance Manager to prepare management reports, variance analysis etc.

Spade Consulting Pte. Ltd.

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### **Statutory Compliance Reporting**

- Liaising with external auditors and tax agents on the annual audit and tax filings.

### **Business Plan and Budget**

- Assist the Finance Manager with the business planning and budgeting processes, with specific responsibility for the management and consolidation of the financial schedules.

### **Accounting Systems**

- Expected to play a key role in any IT projects designed to amend and improve existing accounting systems

### **Education/Professional qualifications:**

#### **Experience:**

- In depth understanding of finance and accounting matters.
- 5+ years in the finance / accounting profession.
- Audit experience preferred.
- Understanding of Information Technology and Systems management.

#### **Education / Qualifications**

- Accountancy degree or equivalent professional qualifications are required.
- Good English and communication skills are required.

### **The Requisites:**

- Quality, Timeliness and responsiveness is the major quality needed.
- Learning attitude and aptitude with excel in number skills.
- Demonstrates an intellectual and professional leadership style that supports that attainment of respect and credibility by others.
- Independent and resourceful. Able to work under pressure to meet deadlines.
- Organizational and communication skills.
- Ability to establish and maintain positive working relationships.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- Has a personal commitment to organizational excellence; displays honesty, integrity and a strong sense of ethics in all decision and actions.
- Is resilient; remains calm and thoughtful under conditions of stress.

Remuneration will be commensurate with qualifications and working experience.

Qualified and interested candidates should email their resume to [info@spadeconsult.com](mailto:info@spadeconsult.com).