

Account Executive (Junior)

OxPay SG Pte Limited is a Major Payment Institute licensed by Monetary Authority of Singapore. Together with OxPay's licensed payment companies in Malaysia, Thailand and Indonesia, the group aims to become a payment powerhouse in Southeast Asia.

We're excited to invite motivated and qualified individuals to be part of our dynamic growth journey as a **Junior Account Executive**. This role offers the opportunity to work in a collaborative environment, interacting with colleagues across various regional offices.

Responsibilities:

- Manage settlement processes between the company and its customers or vendors
- Handle day-to-day accounting functions for our Asia entities
- Ensure all payments are processed accurately and on time
- Collaborate with internal departments to meet payment deadlines
- Investigate and resolve any payment discrepancies or disputes
- Maintain precise financial records related to settlements
- Monitor accounts receivable and accounts payable ledgers for Asia entities
- Perform bank reconciliations
- Coordinate with overseas teams to meet financial reporting deadlines
- Ensure timely submission of monthly management and operational reports
- Support and contribute to annual internal and external audits
- Stay updated on accounting standards and proactively adopt best practices
- Handle ad hoc tasks as assigned by the reporting manager

Requirements:

- Minimum SPM-Form 5, LCCI Level 1- Bookkeeping or a related qualification.
- Candidates with relevant experience in the banking sector, particularly in handling online banking transactions
- Experience working in cross-functional teams or environments
- Knowledge of internal control processes and documentation
- Strong communication skills, with the ability to manage time effectively and work independently
- Proactive, hands-on approach with the ability to build strong working relationships with internal and external stakeholders
- Proficient in Microsoft Excel, with solid spreadsheet skills, numerical accuracy, and experience in financial modelling
- Analytical, detail-oriented, and well-versed in financial processes and concepts
- Excellent written and spoken English
- Immediate availability is preferred
- Work location: Singapore (subject to work pass eligibility and compliance with Singapore labour regulations)
- 5-day work week

SKILLS

Excellent Communication Skills

Accounts Payable

work independently

Accounts Receivable

SharePoint

Microsoft Office software

Team Player

Audit