



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Accountant

Job Responsibilities:

Reporting to the Finance Director, you will be responsible for providing financial support for the Club operations. This will cover management reporting, budgeting and forecasting monthly and year end closing, variance analysis, cash flow, reconciliation and confirmation of debtors and creditors accounts, and liaising with external auditors and bankers, as well as overseeing jackpot operations.

This appointment is appropriate for an experienced accounting professional who has preferably worked within the hospitality industry. Equally important, you need to possess excellent people management skills and a willingness to take a hands-on approach.

Attributes & Requirements:

- Strong organisational skills and ability to manage deadlines
- Strong communication and interpersonal skills
- Proficiency in IT with analytical ability
- A methodical approach and problem-solving skills
- High level of numeracy
- Degree in Accountancy / ACCA or equivalent professional qualifications
- At least 3 years of working experience in a similar capacity

Interested applicants, kindly submit a comprehensive resume with your expected salary and portfolio to the address or email address below:

**The Human Resource Department
The Tanglin Club
5 Stevens Road
Singapore 257814
Email: financerecruit@tanglin-club.org.sg**