



Heavy Maintenance Singapore Services (HMS Services), a joint venture between SIA Engineering Company (SIAEC) and Airbus, leverages on the synergy of SIAEC's extensive maintenance experience and expertise with Airbus' depth of technical and engineering knowledge as an airframe original equipment manufacturer. Airbus will develop the joint venture as its Centre of Excellence for A380 and A350 Heavy Maintenance in Asia, which will complement SIAEC's extensive airframe service offerings in Singapore and the Philippines.

As part of our growth plan, we are constantly looking out for talented, hardworking and energetic individuals who thrive on challenges and enjoy working in a fast-paced and dynamic environment. If you are looking for an exciting and fulfilling career, we are looking for suitable individuals to join us for the position of:

Finance Officer

JOB DESCRIPTION

- Assists in monthly accounts closing (preparation and posting of journal entries)
- Assists in the preparation of revenue-related reports
- Assist in monthly accruals and annual budget exercise
- Assist in streamlining payment processes and system upgrades
- Verify and process vendor invoices to ensure prompt payment
- Reconcile vendor statement of accounts (SOA)
- Monitor and review master records for resolution with relevant parties
- Carry out billing of aircraft checks and ensure that the billings are correct, concise, clear and completed within the timeline
- Prepares invoices and credit notes for dispatch to customers
- Carry out any other duties as assigned

REQUIREMENTS

- Diploma from a local Polytechnic / Institution
- At least 2 years of relevant experience in a similar capacity
- Excellent analytical, interpersonal, and communication skills
- Good working knowledge of Microsoft Office applications
- Working knowledge of SAP is preferred

*If you are interested in the above position, please send in your resume to
HMS_Recruit@hmsservices.com*