



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Accountant (FTC)
Business Unit / Group Function	Central Services, BBU
BU Team / Sub-Function	Finance
Location	Singapore
Team Leader Role	Finance Manager - SEA
Role Level	4B
Team Members	No
Role Purpose To provide support to the SEA Accounting and Finance team in ensuring that the accounting and financial operations are delivered timely and accurately.	
Accountabilities • Manage day-to-day accounting activities including general ledger postings, journal entries, accounts payable and receivable oversight, balance sheet reconciliations and financial reporting. • Support and maintain month-end closing activities, ensuring transactions are recorded accurately, reconciliations are completed and timelines are met. • Prepare and support financial reporting requirements for monthly reporting rhythm. • Ensure adherence to internal controls, accounting policies and audit requirements, escalating exceptions or control issues as appropriate. • Maintain clear documentation and audit trails for key accounting processes, reconciliations and reporting deliverables. • Partner with the SEA Finance Team to resolve accounting queries and improve process consistency across SEA.	