



## THE POSITION: ACCOUNTANT

*Cityneon is a global experience entertainment company specializing in unique, immersive and large-scale experiences. Staying true to our philosophy- “Big Ideas. Bigger Experiences”, we continue to push the envelope on what is possible not only through our offerings but our people as well. The combined efforts of our team of around 400 people worldwide have since seen us clinching the ‘Best Listed Company Award’ in 2018 and even a Guinness World Record title for “The Hunger Games: The Exhibition” in Las Vegas. Guided by the same principles of innovation and unwavering commitment to excel since 1956, we strive to get ever closer to our vision of being a global leader in the experience entertainment industry.*

Reporting to **Director of Operations**, the **Accountant** will play a key role in the Team that acts as a proactive partner in China whilst assisting with the Global Headquarters in Singapore.

This role offers excellent career development and personal growth with global exposure across multiple industries. As part of the team, you will be expected to drive business results by using timely, accurate and business relevant information to support critical decision making in a fast-paced, high pressure, entrepreneurial environment.

We strive for excellence across four interdependent dimensions of support to the business; efficiency, effectiveness, relevance and influence. The ideal candidate is someone who continually aims to improve the speed and quality of processes and optimizes financial decision making. They would also be proactive in providing the required insights and analytical support to produce collaborative outcomes.



### **Key Responsibilities Include:**

- Prepare accounting vouchers for two sets of account books in Chinese and English. Book-keeping and settlement of accounts.
- Careful verification of receipts and expenditure documents, regular maintenance of AR/AP and other balance sheet accounts, conduct regular asset inventory checks.
- Prepare necessary Financial Statements
- Tax declaration; monthly tax declaration, annual tax filing settlement and other related tax declarations.
- Assist in audit related matters.
- Sorting out relevant project data and submission.
- Report analysis; accounts receivable aging analysis report; weekly/monthly cash flow forecast; project sales report, merchandise report and other reports
- File accounting vouchers, account books, financial statements and other financial data in a timely manner and develop file management process
- Handle other finance related matters

### **Requirements & Attributes:**

- Bachelor's Degree or above in Accounting related field.
- More than two years of experience as General Ledger Accountant or two years of all-rounded experience.
- Familiar with IFRS and Chinese PRC GAAP and the differences between the two.
- Possesses a proficient level of English listening, speaking, reading and writing skills
- Qualified with junior or intermediate professional titles or CMA certificates preferred

Please send your detailed updated resume and portfolio to [recruitment@cityneongroup.com](mailto:recruitment@cityneongroup.com) before **31 December 2020**. All applications will be treated with strictest confidence. We regret that only shortlisted applicants will be contacted.