

Accounts & Admin Intern (Six months, Full-time)

Internship Objectives

- Explore and stimulate appreciation in the accounting and finance field
- Provide hands-on training in accounts and administrative work

About the Job

- Assist with the AR, AP and GL functions.
- Assist in day-to-day operation in accounting and admin/HR matters.
- Daily book keeping, issue invoices, prepare for payment, data entry and filing of supporting documents.
- Assist in ad-hoc events.
- Undertake any ad-hoc duties as assigned by the supervisor.

Requirements

- Pursuing at least a Diploma in Accountancy
- Good knowledge of Microsoft office (Excel, Word and Powerpoint)
- A team player and self-starter with a positive attitude, good communication skills and can-do spirit
- Accountable for assigned tasks, timelines and deadlines, able to multi-task and work independently
- Excited about working in and contributing towards a new spinoff company

Please submit your resume to hr@tla.com.sg, indicating start and end dates.

Applicants must be able to commit a minimum of 5 months.

We look forward to meeting you!