



Kwong Wai Shiu Hospital is a charitable organisation established to provide healthcare services to the needy in Singapore regardless of race, language, or religion. Our vision is to be a leading community healthcare hub in Singapore.

We provide a continuum of care ranging from in-patient, rehabilitation therapy and Traditional Chinese Medicine services. We are expanding and inviting dynamic individual to join us as:

## **ACCOUNTS EXECUTIVE (FIXED ASSETS)**

### **Responsibilities:**

- Oversees Fixed Assets functions,
- Supervise and assist in fixed assets reconciliation, tagging and physical count,
- Prepare accurate accounting transactions entries, journals entries and schedules,
- Assist in the preparation of finance reports and schedules,
- Assist in other duties as assigned in the Finance Department.

### **Requirements:**

- Minimum Diploma in Accounting or equivalent.
- Minimum 5 years of relevant experience in Accounting.
- Proficient with Microsoft Office.
- Attention to details.
- Good inter-personal skills.
- Able to work independently as well as in a team.

Interested applicants, please email your resume to:

The Human Resource Manager  
Kwong Wai Shiu Hospital  
705 Serangoon Road  
Singapore 328127  
Email: [HR\\_Dept@kwsh.org.sg](mailto:HR_Dept@kwsh.org.sg)