

## **Opportunity for Junior Accountant**

WEnergy Global PTE LTD is a one-stop-shop-solution provider of renewable energy systems and technologies for energy-efficiency. Our company designs, procures and builds power plants, such as Solar PV, Tidal, Hydro Power and Wind in full integration with Energy Storage Systems. We build, finance, own and operate renewable energy power plants and micro-grids in ASEAN and work together with financiers and investors to implement projects with a strong focus on Philippines, Singapore, Indonesia, Laos and Myanmar. The business portfolio is rapidly expanding.

WEnergy Global Pte Ltd is incorporated in Singapore and is growing its portfolio with a team of technical specialists based in Singapore, Philippines, Germany and The Netherlands. WEnergy Global is part of three Joint-Venture companies in Philippines: Sabang Renewable Energy Corporation (SREC), Culion/Linapacan Renewable Energy Corporation (CREC) and WEnergy Power Pilipinas Inc (WPPI). WEnergy Global Pte Ltd is a member of the Sustainable Energy Association of Singapore (SEAS), the Singapore Business Federation (SBF) and collaborates with technology companies in the field of power systems and smart (micro) grids. Our company has won several awards, including the Singapore APEX Corporate Sustainability Award 2016, Singapore Dutch Chamber of Commerce Dr Albert Winsemius Award for Sustainability and Innovation 2016 and the Erasmus Energy Business Award 2014 (Netherlands).

We have an opportunity for a talented Junior Accountant to join our company and become a member of our team.

### **Responsibilities**

- The successful candidate will have the following experience: process accounting transactions; verify and review accuracy of accounting documents before payment processing (either online banking or cheque);
- Be responsible for full set of accounts (including A/P, A/R and General Ledger) and maintain day-to-day Cash Book/Cash Flow in several currency bank accounts;
- Support closing process; review and ensure accuracy and timely quarter-end and year-end management and financial reporting and tax matters (prepared by external accountancy firm); support year-end audit activities;
- Implement and monitor cost accounting metrics
- Maintain fixed assets list;
- Initiate and process invoices and receipts in close communications with project managers and liaise with financial officers of clients;
- Process and manage payroll: prepare monthly payroll, update on contributions, including CPF, SPR, CDAC, MBMF & SINDA, pay slip processing
- Have basic knowledge in GST submission would be an added advantage;
- Review and manage travel claims of staff and consultants;
- Review and manage annual leave forms and schedules;
- Handle office administrative work; to assist with scheduling and organizing board and shareholders meetings;
- Assist in other ad-hoc tasks or projects as required.

### **Competences and capabilities:**

The candidates will possess capabilities and qualifications to include:

- Minimum of a Diploma in Accounting with at least 1-2 years of experience
- A disciplined sense for accuracy, and skilled in financial analysis and modeling;
- Proficient in Microsoft Office Applications, in particular with spreadsheets and accounting software programs, and excellence in reporting in English.

### **Location**

The position is located at the WEnergy Global Headquarters in Singapore.

### **Remuneration**

WEnergy Global offers internationally competitive compensation packages to its employees, including - if qualified - access to its Employees Shareholding Option Schemes



**Application and Contact**

Please send us your resume and cover letter to [hr@wenergyglobal.com](mailto:hr@wenergyglobal.com) or via mail to the address below:

WEnergy Global Pte Ltd  
305 Alexandra Road #05-10  
Singapore 159942  
Closing Date: 1<sup>st</sup> February 2019

WEnergy Global PTE LTD has a diverse environment and is proud to be an equal opportunity employer. All qualified and experienced applicants will receive consideration for employment without regard to race/ethnicity, religion, gender, sexual orientation, national origin, disability, marital status or age.

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