

ACCOUNTING ASSISTANT / OFFICE MANAGER

Linkfluence is a leading Social Data Intelligence company, offering organisations a unique approach to monitor, analyse and leverage social media. Thanks to our social media intelligence platform Radarly and the associated services, Linkfluence captures and analyses more than 200 million posts per day from over 300 million sources in 61 languages.

Founded in 2006 in France, Linkfluence has more than 200 talented people in its offices in the UK, France, Germany, China and Singapore and is growing strongly. We work with over 350 brands, agencies and public organisations including worldwide-known companies such as: Danone, LVMH, Ford, DBS, Korean Air...

You will be working with a young, energetic and rapidly growing international team. We are looking for passionate and smart people to help us shape the future of social data intelligence.

MISSIONS

You will report directly to the Financial Director of Linkfluence Asia. Your scope of work will be related to the legal entity Linkfluence Asia and the Office in Singapore. You will take part in a wide range of crucial activities.

Your main mission will be related to Accounting Assistant:

- Perform all the accounting processing in compliance with the group policies and deadlines
- Manage the Accounts receivables: clients billing and cash collection
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Perform intercompany reconciliation
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available for the Group
- Prepare and submit weekly/monthly reports
- Assist senior accountant/Financial Director in the preparation of monthly/yearly closings
- Assist with other accounting projects
- Ensure internal tools accuracy (CRM, Fitnet)

Your second mission will be related to Office Manager of Singapore Office:

- Follow administrative entry (and exit) procedure to ensure legal accuracy and employee integration
- Partner with HR to update and maintain office policies as necessary
- Monitors effective use of Figgo (time management tool)
- Operate the telephone switchboard and visitor reception
- Manage the travel reservations
- Organizing the office layout and ordering stationery and equipment
- Organize office operations and procedures

ABOUT YOU

- Minimum 2 years of successful experience in accounting in a small company
- Rigor, organization, autonomy skills, confidentiality, flexibility
- Enthusiastic with great interpersonal skills, proven ability to work in a start-up environment
- Good knowledge of all Microsoft Office packages; especially Excel
- Language: English (Chinese is a plus)

SALARY: Competitive, dependent on experience

START DATE: Asap

CONTRACT TYPE: Permanent

PLACE OF WORK: Singapore office (Capital Tower #12-01, 168, Robinson Road, 068912 Singapore)

Send us your resume and tell us the reasons why you would like to join us at:

Jobs-SG@linkfluence.com