



<https://fintechnews.sg/job/accounts-assistant-at-iws/>

## Accounts Assistant

### Description

At IWS, we recognise the impact of innovative, integrated solutions on companies' infrastructure and processes. We are seeking a qualified Accounts Assistant to join our professional team in delivering services that drive business performance and growth. Our ideal candidate is one who is motivated, excels in a fast-paced environment, and embraces the challenge of making everyday activities and operations easier for our clients around the world.

### Responsibilities

- Conduct reconciliation between inhouse CRM report with Merchant report
- Training for Merchant transaction will be provided
- Other general administrative work
- Respond to emails
- Other adhoc duties assigned by HOD

### Qualifications

- Minimum qualification: Higher NITEC/\*Diploma in Accountancy or related field
- Proficient in MS Office especially in Word & Excel
- Comfortable with using PC/Laptop
- Meticulous with positive working attitude and able to meet deadlines
- Able to commit 5 days per week, 9am-6pm

### Desired Skills and Experience

CRM, Accounts Payable, Able To Multitask, Administrative Work, Consolidation, Interpersonal Skills, Drawing, Data Entry, Bank Reconciliation, MS Office, Accounting, Navision, Excel, Team Player, Audit, Able To Work Independently

### Hiring organization

IWS

IWS supports innovative technologies in Project management / Product development in FinTech / Blockchain – from Think Tank to business plan, licensing, development and UAT.

Blockchain Consulting:

- > Digital Assets/Tokenisation/ Security Token Offering (STO) the alternative growth-financing
- > SME / Enterprise Blockchain Technology Application/ Integration to improve efficiency and to stay competitive

IWS also provides forex, crypto, and stock market products such as full suite CRM, Affiliate Marketing tools, Copytrading software, eCommerce, and Livestreaming products to enhance your customer & trader experience. Turn-key solutions fully hosted and managed by our experienced team, with your custom design, branded name and logo.

**Employment Type**

Full-time

**Job Location**

Singapore

**Date posted**

November 26, 2021

**Button**

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