

Company Profile

State Bank of India (SBI) a Fortune 500 company, is an Indian Multinational, Public Sector Banking and Financial services statutory body headquartered in Mumbai. The rich heritage and legacy of over 200 years, accredits SBI as the most trusted Bank. SBI Singapore (SBIS) has 5 retail branches, 19 SBIS ATMs and over 200 ATMs via the shared island wide ATM5 network. SBIS has a suite of retail banking products which complement its existing corporate banking products thus enabling us to service both individual and corporate customers. In Commercial and wholesale banking, our areas of operation include ASEAN, South East Asia and South Asia. SBIS leverages on its extensive international network of branches to offer a wide range of Import/Export Trade Finance Services, in both Singapore Dollar and foreign currencies to facilitate the business needs of customers.

Job Title: Senior Executive (Accounts & Finance)

Responsibilities

Daily Jobs

- Preparation of following daily regulatory report for submission to senior management
- Asset Maintenance requirement – FCY & SGD
- Minimum Liquid Assets
- Liability base for AMR/MLA/MCB
- Computation of FCY/SGD Non-Bank Customer Deposits
- Checking of bank general ledger.
- Preparation and posting of payment vouchers in Finacle.
- Printing of cashier order for Acct Dept.
- Ensure payment of bills / invoices as per term and conditions of approval from the appropriate Authority.
- Preparation of daily treasury reports of ALM desk, LPS & filing.

Weekly Jobs

- Checking & Submission of S\$ Weekly returns to MAS – MAS755.
- Cash/Notes Withdrawal/Deposit Notification & submission request to MAS for operations dept.

Fortnightly Jobs

- Checking and ensuring timely submission of following returns to MAS:
- Asset maintenance requirement of FCY and SGD (MAS 640).
- Bank's Minimum Cash Balance (MAS 758).
- Banks Liabilities Based (MAS 758).

Other

- Finalisation of purchase sheet for GST return & passing of all GST related entries.
- Assist with Month-end/quarterly/half-yearly/annual closing.

Requirements

- Diploma or Bachelors Degree in Finance & Accounting
- 3 years of experience in Finance & Accounting
- Meticulous and detail-oriented
- Able to work independently