



InVivos Pte Ltd, jointly established by Agency for Science, Technology and Research (A*Star) and National University of Singapore (NUS), developed a biological production unit that is a crucial infrastructure component, supporting the rapidly expanding needs of biomedical scientific research in Singapore.

Job Title: Senior Finance Executive

Job Description:

Duties

- Manage full set of accounts
- Responsible for preparation and timely submission of monthly/yearly closing, monthly management report
- Process monthly vendor payment and staff reimbursement
- Handle procurement matter, ensure compliance with Company's Procurement Policy and raise Purchase Order
- Prepare quarterly GST report and withholding tax report for submission to IRAS
- Prepare quarterly OOE result by departments and half-yearly intercompany reports
- Responsible for year-end Intercompany transaction and reconciliation, stock take for inventory and biological assets
- Manage fixed asset tagging exercise and assist in interim and year-end audit exercise
- Assist in other ad-hoc administrative duties as assigned

Requirements

- Diploma/Degree in Accountancy
- At least 3 years of experience as Senior Executive
- Fast learner, self-driven, meticulous and able to work independently with minimal supervision
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Experience with Microsoft Dynamics 365 Business Central is an advantage
- Fluent in written and spoken English
- Only Singaporean and Permanent Residents need to apply
- Willing to travel to 9 Perahu Road, Lim Chu Kang, S718793 (transport provided at designated MRT stations)

Interested candidates are invited to send in their detailed resume to: fiona_lim@invivos.com.sg and include the following information:

- Last drawn and expected salary
- Reasons for leaving current and / or last employment
- Date of availability and / or Notice Period

We regret that only shortlisted candidates will be notified.

Date: 25 Sep 2026