

Accounts Executive: Invoicing - Singapore

We're looking for someone who;

- Has strong attention to detail
- Is quick and efficient in their work
- Communicates clearly with multiple stakeholders
- Has sales accounts or financial experience

If this is you, contact us now! humanresources@cockett.com

Australia | China | Greece | Korea | Netherlands | **Singapore** | South Africa | Turkey | UAE | UK | USA

Cockett Group, established in 1979, is one of the world's largest value-added resellers of marine fuels and petroleum products and services. The Group offers quality assurance in line with ISO standards supported by comprehensive industry experience, a deep understanding of the international landscape and access to a global network of committed suppliers. We are currently recruiting for a **Post Fixture Executive** to be based in our Singapore office. The role is designed to actively manage the invoicing process within the Group in liaison with Trading, Finance and Credit teams and third-party stakeholders in line with key timescales and requirements.

Responsibilities include:

- Understand the allocated region / trading team and the types of trades and common errors that may arise in that region, and actively resolve any Trading or Broking invoice queries
- Timeously communicate any potential errors and discrepancies to the trading team, management and third party stakeholders to ensure immediate correction and effective workflow
- Follow the requests of trading team when posting invoices and arranging the delivery of customer invoices and related documents
- Maintain and follow Post Fixture processes related to records management and MIS
- Verify supplier invoices and bunker delivery receipt against supporting documents and accounting system
- Follow up on the outstanding invoices and documents from suppliers and third party stakeholders
- Liaise with the Credit team to raise finance charge invoices, as & when required

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

Customer Focused



We are committed to listening and actively engaging with our customers

Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

Efficiency



We carefully and thoughtfully optimise our resources and costs

Sustainability



We seek every opportunity to develop our focus on environmental, social, and corporate governance

Required education & skills:

- Bachelor's Degree (preferably in Business Administration or Finance)
- English - Written & Verbal (fluent)
- Mandarin - Written & Verbal (Desirable)

In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview