



## **Profile for the position of Accountant / Tax Compliance / Corporate Secretarial (Location: Singapore Downtown Core)**

Sheltons are Accountants & Business Advisers to businesses expanding internationally

We are now starting up in Singapore – would you like to join us?

We offer a rare opportunity to grow and develop, with rapid advancement, working within a small team looking after internationally operating clients, based in modern central offices.

This role really suit individuals who yearn to be regularly challenged and work in a globally centric environment

### **Positions**

- Accountant / Tax Compliance / Corporate Secretarial (Singapore qualified)
- Competitive salary, above current market rates

### **When and where**

- Commencement – ASAP
- Singapore Downtown Core

### **Role**

You would work mainly with our foreign-based corporate clients (with some internal duties).

#### Company secretarial duties

With senior management - liaise with and advise clients on company formation, company statutory administration and other related matters

Handle client acceptance and compliance (including maintaining clients KYC records)

#### Tax compliance

Under the guidance of a tax specialist colleague

Preparation of tax returns (corporate, GST, etc)

Ensure compliance with corporate income tax withholding rules on cross-border payments

- Accountants & Advisers to internationally operating businesses
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- International Expat Relocation
- Sheltons Group

## Accounting

Setting up clients in software  
Regular bookkeeping  
Support statutory audit process and tax audits for Singapore  
Generating management reports for clients  
Preparing year-end financial statements

## Payroll

Setting up client for Singapore payroll  
Generating payslips  
Generating required reports  
Handling work pass matters

## **Professional characteristics**

- It is essential that you have:
  - At least 5 years of relevant experience
  - Recent experience with a Singaporean accounting firm, corporate services provider or similar (minimum 4 years)
  - A degree/professional qualifications or equivalent in Accounting, Finance or Tax
  - Knowledge of Singaporean income tax, withholding tax (WHT), deferred tax and GST returns
  - Some experience in payroll administration
  - Good organisation and coordinating skills
  - An excellent command of spoken and written English
  - Excellent relevant IT skills
- It is an advantage if you:
  - Are CSIS / ICSA qualified
  - Are a member of Institute of Singapore Chartered Accountants ('ISCA').
  - Speak another major language
  - Have had international client exposure
  - Have lived in another country

## **Personal characteristics**

- Self-directed, organised and process driven
- Analytical, and enjoy collaborating
- Mature interpersonal skills and life long learner

## **What we offer**

- An exciting position with an intimate, dynamic, globally-orientated firm
- Clear opportunities for diverse experiences
- An opportunity to significantly develop your professional skills and network
- Close interaction overseas-based head offices and with colleagues in offices abroad
- The possibility of a secondment to an office overseas
- A pleasant working environment

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## About Sheltons Accountants and Sheltons Group

[www.SheltonsGroup.com](http://www.SheltonsGroup.com)

Sheltons Group is an accounting and business advisory firm. We are very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs.

We currently specialise in working with foreign businesses coming into the countries where we have offices, mostly from Australia / New Zealand, Western European countries and North America, but will soon commence assisting Australian and UK-based businesses investing abroad (outbound). We cover a wide range of areas for our niche target group.

Sheltons Group is completely independent - with no formal links to any network of accounting, legal or other firms. We have offices in Sydney, Copenhagen (since 1995), Malta, London, Milan and from August 2022 - Singapore. We have plans for offices in other countries as well.

### Contact and applications

If this role sounds like you, please submit your cover letter and CV to:

Ned Shelton, cc Lucy Beard

[N.Shelton@SheltonsGroup.com](mailto:N.Shelton@SheltonsGroup.com)

[L.Beard@SheltonsGroup.com](mailto:L.Beard@SheltonsGroup.com)

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

**Please see the Appendix for further details of what we offer.**

## Appendix – what we offer

### **Profile for the position of Accountant / Tax Compliance / Corporate Secretarial (Location: Singapore Downtown Core)**

- Close interaction with our clients from many countries
  - Interaction with people and businesses from many countries
  - Sheltons Accountants works exclusively with internationally operating businesses
  - These are SMEs (and sometimes larger) from many countries, in particular from Australia / New Zealand, North America (especially the US) and Western Europe (especially the UK)
  - We expect the clients' Singaporean operations to range from those with substantial operating subsidiaries in Singapore to those merely exporting, or with just a single employee in Singapore
  - Our clients operate in a wide range of business sectors
  
- Variety of work
  - With the wide range of clients and varied tasks, no two days are the same
  - After a settling in period you would, with the assistance of internal and external resources, be responsible for looking after specific aspects of our clients needs
  
- Clear opportunities for rapid advancement
  - Sheltons is a growing firm, with new clients and enquiries coming in every day
  - We plan to open offices in several countries in the near future
  - You would have the opportunity to grow rapidly with the firm
  - We would hope that you would eventually be in the position to have new staff working for you and to head up a team
  - You would have the opportunity of working in one of our offices abroad
  
- An opportunity to significantly develop – and to develop many skills
  - You would not only be able to cultivate your current skills but we would assist you in developing new skills
  - We would actively assist in your development – not only with your technical skills (tax, law, etc) but with your managerial skills, IT skills, etc
  - We are always very keen to assist our colleagues with external training
  - We conduct international tax training courses all over the world, some of which you would be welcome to attend
  - We are very strong in international tax and we can assist you in developing knowledge in this area
  
- A very international environment
  - You would work on internationally operating clients, with extensive contact with the client's head office abroad and with the client's foreign advisers
  - You would regularly work with your colleagues in our other offices
  - With offices in Sydney, London, Copenhagen, Malta and Milan, and new offices to come, there is the opportunity in due course to work at one or more of these offices for a shorter or longer period of time

- We expect to open at least 2-3 new offices in other countries in the next 2-3 years, in addition to Singapore
- Close interaction with great colleagues in offices abroad
  - Sheltons is a small but growing firm with a very professional but friendly working environment
  - We all work as a team and assist our colleagues when required on a daily basis
  - Not only does the local office work as a team but the group works as a team and when required people from one office assist other offices in other countries.
- An influential position in a friendly team
  - We would encourage you to progress to a senior managerial level
  - As you develop we would expect you to have a growing influence on client-related matters
  - You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status
- Work from modern offices in a central location
  - Central. Our Singapore office will be in at serviced offices in a prestigious location in the Singapore CBD (such as Raffles Place/ Downtown Core/Marina Bay)
  - Comfortable. Our forthcoming Singaporean offices will be very comfortable and in modern premises with good communal areas with opportunities for social interaction with staff of other businesses there
  - Lunch. Each Friday Sheltons cover lunch for all employees, the idea to get out of the office and eat together.