



**Profile for the position of
Senior Manager – Accounting / Business Services – at Sheltons
Singapore
(Location: Singapore CBD)**

Sheltons are Accountants & Business Advisers to businesses expanding internationally

We are 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 suits individuals who yearn to be regularly challenged and work in a globally centric environment

See also 'Appendix – what we offer'

Position

- Senior Manager – Accounting / Business Services (Singapore qualified)
- Competitive salary, above current market rates

When and where

- Commencement – ASAP
- Singapore CBD

Role

The role involves:

- With input from Ned Shelton (based outside Singapore) and the Director in charge of our Sydney office: managing the Singapore office (with just one employee so far)
- Managing the clients (with the Singapore office staff and initially with colleagues in the Sydney office)
- With external input (and input from colleagues) where needed: providing tax advice to overseas businesses with operations in Singapore and those who plan to set up operations in Singapore
- Supervising tax compliance services
- Supervising the preparation of accounts & financial statements

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

- Supervising payroll services
- Supervising company secretarial work
- Significant client responsibility and interaction
- Acting as director and company secretary of selected clients' Singaporean companies

As you develop you would:

- Assist with recruitment - building the tax team
- Assist with bringing in new clients (using leads generated by Sheltons) including preparing fee proposals and engagement letters

Professional characteristics

- Essential characteristics. You must:
 - be, or can immediately become, a registered qualified individual entitled to file with ACRA (see below under 'ACRA')
 - have recent experience with a Singaporean accounting firm (minimum 4 years)
 - have at least 6 years full-time Singaporean experience in a professional adviser role (i.e. with an accounting firm, corporate services provider, etc)
 - have excellent written and spoken English
 - have excellent relevant IT skills, and
 - have proven skills in client management and staff supervision

ACRA. To be a 'registered qualified individual' - and be eligible to apply for this position with Sheltons Singapore - you must be either

- a public accountant registered under the Accountants Act 2004
- a member of the Institute of Singapore Chartered Accountants ('ISCA')
- a member of the Association of International Accountants (Singapore Branch)
- a member of the Institute of Company Accountants, Singapore
- a member of the Chartered Secretaries Institute of Singapore; or
- a corporate secretarial agent; i.e. a person who is carrying on the business of providing corporate secretarial services for one or more companies and has been doing so for at least 3 years in the preceding 5 years; and has been a secretary of a company for at least 3 years in the preceding 5 years.

- An advantage if you:
 - be a member of (accredited by) the SCTP
 - have a strong tax background
 - are a member of the Chartered Secretaries Institute of Singapore
 - are a corporate secretarial agent; i.e. a person who is carrying on the business of providing corporate secretarial services for one or more companies and has been doing so for at least 3 years in the preceding 5 years; and has been a secretary of a company for at least 3 years in the preceding 5 years.
 - speak another major language
 - have international client exposure

Personal characteristics

- Self-directed, organised and process driven
- Analytical, empathic and enjoys collaborating
- Mature interpersonal skills and lifelong learner

- Outgoing and entrepreneurial

What we offer

- Great opportunities for advancement
- An exciting position with an intimate, dynamic, small but globally orientated firm
- Clear opportunities for diverse experiences including taking a strong leadership role
- An opportunity to significantly develop your professional skills and network
- Close interaction with overseas-based head offices and with colleagues in offices abroad
- The possibility of a brief secondment to an office overseas

About Sheltons Accountants and Sheltons Group

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 Western European countries and North America, but will soon commence assisting Australian and UK-based businesses investing abroad. We cover a wide range of areas for our niche target group.

Sheltons Group is completely independent. Apart from Singapore we have offices in Sydney, Copenhagen (since 1995), Malta, London and Milan – and soon in other cities/countries.

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

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 Senior Manager – Accounting / Business Services – at Sheltons Singapore (Location: Singapore CBD)

- Close interaction with our clients from many countries
 - Sheltons Accountants works exclusively with internationally operating businesses
 - These are SMEs (and sometimes larger) from many countries, in particular from North America (especially the US) and Western Europe (especially the UK and Germany)
 - We expect the clients' Singaporean operations to range from those with substantial operating subsidiaries in Singapore to those merely exporting, or with just one 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 all aspects of a small select portfolio of clients
- 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 including some international travel
 - 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 and Malta, and new offices to come, there is the opportunity in due course to work at these offices for periods of time as well as to visit clients from around the world

- 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 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 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 friendly 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 being to get out of the office and eat together