



TRIPLE P
PROJECTS

About Triple P Projects

Triple P Projects is a privately owned real estate management company that shapes neighbourhoods by future-proofing conservation properties and forging communities.

Borne out of a passion for adaptive reuse, Triple P Projects develops and operates the brands that breathe new life into heritage buildings to shape resilient, sustainable and vibrant neighbourhoods.

Our Ecosystem of Brands:

- Triple P Management – Retail & F&B
- The Working Capitol – Co-working
- Co-Living - Coming Soon!
- Proptech - Coming Soon!
- Placemaking - Coming Soon!

We are looking for an Accountant to join us at Triple P!

The successful candidate will have a great working attitude, good interpersonal skills, and be able to follow through and complete tasks to tight deadlines. Working in a start-up environment, self-motivation and independence are key. The role requires a problem solver who is willing to roll up their sleeves.

You will be a catalyst to creating connection and shared experience between our entire portfolio and their end users and patrons – creating an ecosystem bringing people, ideas, businesses, concepts and lifestyle together through Triple P.

Your main job responsibilities will include:

- Complete full set of accounts
- Perform consolidations
- Create the monthly management report including commentary
- Preparation and filing of GST returns
- Process payments and reconcile bank accounts
- Preparation of cashflow and monitoring of cash balances
- Management of accounts payable and receivable



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- Maintenance of fixed asset register
- Manage the audit process and prepare audit schedules.
- Liaise with external tax, audit and corporate secretarial agents.
- Assist with budgeting process, forecasting and variance analysis
- Ensure accounting policies comply with accounting standards and statutory requirements
- Review and improve on work and accounting processes for better efficiency and internal control
- Provide support to the team and take part in ad hoc projects and administration tasks

You will excel in this role if you have the following:

Requirements:

- 4+ years' experience in an accounting role
- Can prepare a full set of accounts
- Consolidation experience
- GST experience
- Strong attention to detail
- Is comfortable working with minimal direction and can pick tasks up quickly
- Accountable for your work and strives for continuous improvement
- Strong Excel skills (PivotTables, VLOOKUPS)
- Focused on execution and solutions orientated
- Organized and meticulous
- Ability to work within tight timelines and changing priorities
- Is comfortable working in a small team
- Experience using Xero is advantageous
- ACCA, CPA, Accounting Certificate or similar preferred

Please see more open positions at www.triplepgroup.com/career

While we are an equal opportunity employer, we are bound by quotas and can only accept applications for this role from qualified Singaporean and PR applicants. Please see more on our hiring process and how to apply below.