



## **Executive / Junior Executive**

Paloe is a fast-growing CFO advisory firm and trusted partner to companies scaling their businesses. We provide finance outsourcing, capital raising, financial modelling, workflow automation, and digital transformation services.

We work closely with founders and leadership teams to build finance functions that enable growth.

### **About the Role**

We are looking for a detail-oriented and motivated Executive / Junior Executive to join our CFO Services team. In this role, you will support a portfolio of clients by delivering high-quality accounting, financial, and compliance services.

This is a great opportunity for someone who enjoys working in a dynamic environment and gaining exposure across multiple industries.

### **What You'll Do**

- Maintain accurate client accounting records, including bookkeeping and reconciliations
- Manage accounts payable and receivable, including invoicing, payments, and collections
- Assist with preparation of financial statements, management reports, and basic analysis for clients
- Assist with tax filings and ensure compliance with statutory requirements
- Process payroll and statutory contributions
- Support audit processes, including preparation of schedules and documentation
- Identify and implement process improvements in accounting workflows
- Liaise with clients, auditors, and stakeholders to ensure smooth service delivery
- Handle ad hoc finance and accounting tasks as required



### **What We're Looking For**

- Degree in Accounting/Finance (or equivalent)
- At least 3 years of relevant experience. Fresh graduates are welcome to apply for Junior Executive level
- Good communication and stakeholder management skills
- Ability to juggle competing deadlines in a fast-paced environment
- Strong organisational skills and attention to detail
- Team player with a collaborative mindset
- Proficiency in Microsoft Excel
- This is a fully remote role and candidates must be able to work Singapore working hours.

### **Why Join Us**

- Gain hands-on exposure to end-to-end accounting across multiple industries
- Accelerate your learning by working closely with experienced finance professionals
- Build a strong foundation in accounting, compliance, and financial reporting
- Opportunity to grow into senior roles within a fast-growing firm
- Supportive, collaborative environment with strong learning and development opportunities