

Job Description for Finance Associate

JOB DESCRIPTION

Position	Finance Associate
Department	Finance
Reporting To	Senior Finance Manager
Subordinate(s)	--
Shift(s)	--

Sentient.io is a bespoke innovator and service provider of an acclaimed state-of-the-art AlaaS (Artificial Intelligence as a Service) platform which democratizes access to AI through the marriage of large, diverse and open data sets with deep, diverse AI algorithms to produce tailored solutions in the realms of Voice, Computer Vision, Natural Language Programming and more.

Our solutions are curated with the vision of helping software developers quickly discover and embed AI algorithms in their applications, optimizing development efforts and shortening time-to-market which ultimately empowers developers to focus on what truly matters, that is to deliver great technology solutions to their end-users.

As Singapore's one-of-its-kind business with footprints spanning across the Singapore and Japanese markets in collaboration with multiple prominent clients, we are now rapidly-growing and are excited to seek out passionate talents to be part of the Sentient family to accelerate and accentuate our business cause.

Working as a **Finance Associate under an internship programme** at Sentient.io, you should:

- Have strong accounting knowledge - At least 3rd year polytechnic or university undergraduate would be ideal
- Have strong spreadsheet skills to be able to challenge and suggest better ways to automate the reports.

DUTIES AND RESPONSIBILITIES

1. Market research on suitable SaaS solutions for timesheet management.
2. Manage and improve timesheets costing on a monthly basis
3. Perform monthly closing. Ability to check completeness - Schedules, costs and revenue completeness.
4. Manage cash flow forecasts
5. Manage and improve monthly management reporting
6. Ad Hoc administrative/form filling for banks, vendors and government agencies.
7. Other interesting research/ fact finding pertaining to FRS and reporting.

LEARNING OUTCOMES AND OBJECTIVES

1. To be exposed to SaaS solutions for timesheet management
2. To gain knowledge in cash flow forecasting, monthly management reporting and closing
3. To apply time management and communication skills in working environment

Finance is the custodian who drives process and cost efficiencies for the Company. The team provides key business and financial guidance and are advisors maintaining corporate integrity. If you have the desire to learn and excel in a dynamic and challenging environment, you may very well be who we are looking for. Work with great minds, creativity and ingenuity with focus on deliverables.