

Agency Accountant

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Job Summary

Vacancy : 2
Deadline : Dec 31, 2026
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Employment Status : Full Time
Experience : 3 - 5 Years
Salary :
Gender : Any
Career Level : Mid Level
Qualification : Bachelor Degree

Job Description

We are seeking a meticulous, clear-headed **Agency Accountant** to safeguard the financial integrity of a fast-moving creative environment. This role goes beyond bookkeeping; it is about translating creative chaos into financial clarity. You will sit at the crossroads of ambition and accountability—questioning numbers, stress-testing assumptions, and ensuring that creativity is powered by discipline, not guesswork.

Education & Experience

Key Responsibilities Manage day-to-day **accounting operations** including general ledger, journal entries, and reconciliations. Oversee **accounts payable and receivable**, ensuring timely collections and disciplined cash flow management. Prepare **monthly, quarterly, and annual financial reports**, translating raw numbers into decision-ready insights. Monitor **project-based costing**, budgets, and profitability for campaigns, events, and productions. Track expenses against budgets and flag overruns before they become habits. Handle **tax filings, VAT, and statutory compliance** in coordination with external auditors and consultants. Support payroll preparation and staff expense reimbursements. Maintain accurate financial records aligned with internal controls and audit requirements. Partner with management to provide **financial forecasts, cash flow projections, and scenario analysis**. Continuously question inefficiencies, leakage, and blind spots in financial processes—and propose smarter systems.

Must Have

Required Skills & Qualifications Bachelor's degree in Accounting, Finance, or a related field. 3–5+ years of experience as an Accountant, preferably within an **agency, media, production, or project-based environment**. Strong command of accounting principles and financial reporting standards. Proficiency in accounting software and Excel (advanced level). Solid understanding of **cost control, project accounting, and cash flow management**. High attention to detail with the courage to challenge inconsistencies. Ability to communicate financial realities clearly to non-financial stakeholders. Strong sense of confidentiality, ethics, and professional skepticism.

Educational Requirements

Bachelor Degree

Compensation & Other Benefits

Medical Insurance, Social Insurance