



ACCOUNTING AND PROCUREMENT SPECIALIST. TAGUIG, PHILIPPINES (THE)

Avia Solutions Group (ASG) Global Services Philippines is looking for an **Accounting & Procurement Specialist** to support **Ascend Airways Malaysia**, a Malaysia-based ACMI (Aircraft, Crew, Maintenance, and Insurance) provider.

This position is based in the ASG Global Services Philippines office in BGC, Taguig, under a hybrid setup and working on the APAC Time Zone.

About the Company

Ascend Airways Malaysia offers flexible ACMI and air charter solutions for both cargo and passenger services, supporting other airlines and logistics companies in the Asia-Pacific region.

The parent company, Avia Solutions Group (ASG) is the leading aviation business group, operating across all continents with offices in Ireland, USA, Asia Pacific, UAE, Lithuania, South Africa, and Australia. Backed by 14,000 highly skilled aviation professionals, the group is the largest global ACMI (Aircraft, Crew, Maintenance, Insurance) provider, operating a fleet of 200+ aircraft. The group also provides various aviation services such as MRO (Maintenance, Repair, and Overhaul), pilots and crew training, ground handling, and other interconnected solutions.

Role Overview:

The Accounting and Procurement Specialist is responsible for managing vendor and item master data, processing payments, and reconciling accounts within Business Central. This role supports financial reporting by preparing journal entries and extracting reports for OneStream. The specialist ensures accuracy and compliance in procurement and accounting processes while collaborating with relevant teams. Attention to detail and the ability to work independently in a fast-paced environment are essential for success in this position.

Key Responsibilities:

- Create and maintain Vendor, Item, and Fixed Asset Master Data in Business Central.
- Collate monthly goods and services received, perform GRN, and post invoices.
- Prepare bi-monthly payment lists for bank portal upload and weekly payments and receipts.
- Reconcile vendor balances and bank transactions regularly.
- Post monthly recurring GL journals (accruals and prepayments) and perform bank reconciliations.
- Extract Intercompany balances and prepare IC reports for OneStream.
- Extract Trial Balance and prepare GRP reports for OneStream.

What we are looking for:

- Bachelor's degree in Financial Management, Accounting, or any related course.
- Having at least 3 years of experience in finance, accounting, or procurement roles.
- Strong understanding of payment processing, reconciliations, and journal entries.

- High attention to detail and excellent organizational skills.
- Ability to work independently and meet deadlines effectively.

The Benefits of being part of our Team:

- Take part in dynamic aviation projects that drive innovation and elevate global travel experiences.
- Work in a fast-paced, supportive environment where collaboration and continuous improvement are part of our DNA.
- Access structured development programs, cross-functional exposure, and opportunities to expand your skill set.
- Enjoy a people-first culture with wellness initiatives, travel perks, and benefits designed to help you thrive.
- Be recognized for your impact through performance rewards, career growth opportunities, and leadership visibility.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.