



Assistant Team Lead

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 proactive and detail-oriented Assistant Team Lead to join our CFO Services team. In this role, you will oversee client accounting deliverables, support junior team members, and ensure high-quality financial reporting and compliance across a portfolio of clients.

This is an excellent opportunity for someone ready to step into a supervisory role while gaining exposure to a wide range of industries and finance functions.

What You'll Do

- Oversee and review client financial reporting, including monthly, quarterly, and annual statements
- Ensure accuracy, compliance, and timeliness of all accounting records and deliverables
- Manage AP/AR processes, reconciliations, and journal entries (including review of team members' work)
- Prepare tax filings (e.g. GST) and payroll processing in compliance with regulations
- Prepare audit schedules and assist with audit queries and compliance matters
- Drive process improvements and strengthen internal controls
- Act as a key liaison with clients, auditors, and stakeholders
- Mentor and coach junior team members while handling ad hoc finance tasks



What We're Looking For

- Degree in Accounting/Finance (or equivalent)
- 3–6 years of relevant accounting experience, preferably in outsourcing or multi-client environments
- Strong technical knowledge of accounting standards and GST compliance
- Experience reviewing work and/or mentoring junior staff
- Strong communication and stakeholder management abilities
- Ability to juggle competing deadlines in a fast-paced environment
- Strong organisational skills and attention to detail
- Team player with a collaborative mindset
- Strong Excel skills with ability to analyse and interpret financial data
- This is a fully remote role and candidates must be able to work Singapore working hours.

Why Join Us

- Take on a leadership role managing client portfolios and guiding a team
- Work with high-growth companies and gain exposure across a wide range of industries and finance functions
- Be part of a fast-paced, collaborative environment with strong growth opportunities