

FINANCE MANAGER/ACCOUNTANT

- **Location:** Bukit Merah
 - **Hours:** Monday to Friday, 40 hours per week, saleroom-based
 - **Salary:** \$5,000 to \$6,000 per month
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About the Company

Hotlotz, established in 2015, is a busy auction house and digital marketplace based in Singapore, operating a 'bricks and clicks' business model.

All items that we sell are physically displayed in our Bukit Merah saleroom. Bidding takes place on our acclaimed digital platform. We conduct approximately 50 sales each year across a wide range of asset classes. These include general monthly 'Interiors & Collectibles' sales, as well as specialist sales such as Asian Ceramics & Works of Art, Jewellery & Watches, Designer & Luxury Fashion, and Fine Art, among many others.

In 2025 we relaunched our digital marketplace business, which offers items at fixed prices.

Hotlotz boasts a friendly, multinational team of 20 professionals. Our team is structured across three key departments: valuation, operations, and technology.

For more information please visit www.hotlotz.com

About the Role

The Finance Manager, reporting to the Managing Director (primary) and a fractional CFO (secondary), will be crucial in overseeing financial operations and implementing process improvements that support our sustainable business growth. This role also involves close collaboration with our Operations Manager.

This exciting opportunity would suit a finance professional who is passionate about working in a fast-paced, technology-focused environment. Essential requirements include high proficiency in Xero, with prior experience in e-commerce platforms (e.g., Shopify) and payment processing platforms (e.g., Stripe) being a significant advantage.

SINGAPORE'S AUCTIONEER SINCE 2015

Hotlotz Pte Ltd | 28 Jalan Kilang Barat, Singapore 159362
Registration Number 20154698M | hotlotz.com | hello@hotlotz.com | T +65 6254 7616

FINANCE MANAGER/ACCOUNTANT

Key Tasks & Responsibilities

- All day-to-day financial operations, including bookkeeping, accounts receivable and accounts payable
- Preparation and submission of monthly, quarterly, and annual financial statements in accordance with reporting deadlines
- Management of tax obligations, including income tax, GST, and all other tax compliance matters
- Management of finance-related client enquiries, ensuring timely, accurate and friendly communication
- Preparation of monthly payroll and CPF payments
- Provision of analysis to support strategic business decisions, including financial modelling
- Compliance with industry standard AML regulations
- Liaison with external stakeholders including accountants (PwC), government agencies, licensing authorities, and banking partners

Your Experience and Skills

- Two years of experience or more in an accounting or finance environment
- Bachelor's Degree in Accounting, Finance, or a related field
- CA, CPA, or an equivalent qualification is preferred
- Experience with stock accounting and e-commerce is desirable
- Strong sense of personal responsibility and commitment
- Desire to contribute significantly to the growth of a small to medium-sized enterprise (SME)
- Excellent written and spoken English, with other language skills being a plus
- High proficiency in MS Office, G Suite, Xero, and Stripe

To Apply

To apply, please submit your full CV and a covering letter to careers@hotlotz.com.

All applications will be kept confidential, and only shortlisted candidates will be invited for an interview.

Hotlotz champions diversity and rejects discrimination based on age, race, gender, religion, sexuality, nationality, or any other characteristic protected under the Workplace Fairness Act.

Candidates should be available to start on or around Monday, January 5th, 2026.

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