

ADDRESS

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The Agape
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FINANCE EXECUTIVE

JOB DESCRIPTION

- Prepare the full set of accounts, timely financial reports, cash flow projections and other management reports as required and perform general accounting functions
- Pledge records are to be kept and pledge statements are to be issued when necessary
- Assist in the preparation of the annual Church Budget and the monitoring of usage against Church Budget, prepare PowerPoint and bulletin presentation
- Liaise with banks, auditors, government bodies, churches and other Christian organisations on finance related matters
- Weekly work to be done on time so that the Church's financial status can be determined as soon as possible
- Bimonthly management report to be prepared 2 weeks before the LCEC meeting which falls on the 3rd Tuesday of every month, report will be presented every alternate month
- Carry out any other incidental work and responsibility relating to matters that would assist the church in fulfilling her financial requirements and obligations
- Keep the Church's books, pledges and financial matters confidential at all times, ensure that all financial records belonging to the Church are kept under lock and key. Documents that are taken out of the Church's premise must be returned back as soon as possible and filed for safekeeping in the Church's office
- Upload financial related reports/documents to Charity Portal
- GST registration and filing with IRAS
- Attend weekly staff meetings
- Attend monthly church board meetings when necessary

JOB REQUIREMENTS

- Bachelor's Degree or its equivalent
- At least 3 years of full spectrum of accounting function
- Good interpersonal and communication skills

REMUNERATION

Salary will be commensurate with the experience and skills of the applicant.

APPLICATION DETAILS

Please email your resume together with expected salary to stephanietan@agapemc.org.sg