



SENIOR ADMINISTRATIVE OFFICER (FINANCE)

DIOCESAN CENTRAL ADMINISTRATION

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The Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, and schools. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

DUTIES & RESPONSIBILITIES

A senior member of the Finance Team, the candidate will manage the full set of accounts and supports the Head of Finance in guiding churches under the Diocesan umbrella on all matters relating to finance.

- Supervises the team in the preparation of AR and AP.
- See to the timely generation of monthly management reports, GL postings etc.
- Assists the Head of Finance in supporting the Board on all finance-related matters.

REQUIREMENTS

- Bachelor Degree in Finance, Accountancy or equivalent.
- Other Financial Professional Degrees (e.g. ACCA) will be an advantage.
- Minimum 5 years' experience working in finance / accounts.
- Proficient in MS Office. Experience in using SAGE
- Accounting software will be an advantage.
- Meticulous, responsible, communicative and a team player.
- Able to work with tight deadlines.

Salary will commensurate with qualifications and work experience.

Please direct your interest to apply for the job to hr@anglican.org.sg along with your updated resume indicating your expected salary and notice period. Only shortlisted applicants will be notified.