

FINANCE AND HR ADMIN

ALL SAINTS' CHURCH

FINANCE AND HR ADMIN FOR ALL SAINTS' CHURCH

We are a Chinese-speaking church, situated inside Anglican High School, providing pastoral care towards the school to the surrounding community. We have a vibrant chaplaincy ministry, while constantly engaging the community via our various outreach efforts.

DUTIES & RESPONSIBILITIES

To assist the church staff team on finance and HR admin matters.

- To assist in finance admin matters (monthly financial report, budget management, balance sheet)
- To assist in HR admin matters (staff admin and payroll)

REQUIREMENTS

- Bilingual
- Basic Accountancy and HR training
- Good to have some experience serving in a church context

Interested candidates are invited to submit your CV to brandonloy@ase.org.sg