

OFFICE MANAGER FOR GOOD NEWS COMMUNITY SERVICES

DUTIES & RESPONSIBILITIES

To oversee and develop efficient office management in the administration, finance and HR operations of the organisation.

Finance Duties:

- Supervise staff to prepare annual budgets, maintenance of accounting records, ensure regulatory compliance
- Review, monitor and analyse work processes, financial statements and reports, policies and procedures
- Monitor and propose fund investment, fund raising and related projects

HR Duties:

- Manage HR operational functions including payroll, full cycle of recruitment process, staff training, appraisal, compensation and benefits etc
- Maintain and update the SOP, Policy Manual, clarify the organization's directives and procedures

Others duties:

- Oversee the Finance, IT, HR and Admin functions to ensure timely and accurate reporting to the MC, Auditors, and Government Stakeholders
- Enhance brand marketing of the organisation services through website, social media and other strategies
- Perform any other duties as directed by the Executive Director and/or members of the Board of Governance

REQUIREMENTS

- Degree in Accounting and Finance and or ACCA or Certified Accountancy and Grad Diploma in HR preferred
- Min. 2 years working experience as Senior Finance Exec, Manager or equivalent
- Knowledgeable in SAGE Accounting Software preferred

Core Competencies:

- Excellent written, communication and presentation skills
- Possess integrity, excellent interpersonal communication, proactive, forward-looking and sensitive to strategic needs of the organisation
- Well versed in statutory / governance requirements

Preferred achievements / characteristics:

- Possess strong interpersonal communication, proactive, forward-looking and sensitive to strategic needs of the organization
- Strong at analytics, processes and meticulous

Salary Range \$5,000 - \$7,000

Interested candidates are invited to submit your CV to ruthtay@goodnews.org.sg

OFFICE
MANAGER

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