

ASSISTANT WARDEN FOR ANGLICAN HOUSE, HOSTEL OF ANGLICAN HIGH SCHOOL

We are a hostel that provides lodging for students that are studying in Anglican High School, and neighbouring educational institutions.

DUTIES & RESPONSIBILITIES

Boarder's welfare:

- Updating of Boarder's particular
- Check-in new Boarder(s)
- Daily movement and living schedule records
- Arrange meals for boarders on Weekend, Public and School Holidays
- Accompany boarders to consult doctor or to hospital when they are sick (if needed).

Administrative task:

- Issue of Purchase and/or Work Order.
- Renewal of service providers' contracts (yearly)
- Yearly fixed asset check and verification

Partial Book-keeping:

- Issue invoices to boarders and vendors
- Issue invoices to MOE when school term ends.
- Weekly checking and recording of receivables
- Banking of receivables
- Monthly payable and CPF submission
- Work collaboratively with the Accountant.
- Yearly IR8A submission

REQUIREMENTS

- Minimum 'O' level
- Knowledge of Accounting and Book-keeping
- Preferably below 50 years old
- Singaporean or Permanent Resident

Salary Range: \$2,110 - \$3,400 (Gross)

Interested party, please email resume to
Jenn Wong at jennwong@anglicanhouse.com

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