



## ADMINISTRATOR

## HOLY TRINITY CHURCH (ANGLICAN)

### **ADMINISTRATOR FOR HOLY TRINITY CHURCH (ANGLICAN)**

Holy Trinity Church (Anglican) was initiated way back in 1941 and granted Parish status in 1958, making her one of the earlier Chinese Church to become a parish in the Diocese of Singapore.

Today, keeping up with the language shift within Singapore, the church has evolved to have English and Chinese-speaking worship services. We endeavour to be a caring community of believers in Jesus Christ our Lord and Saviour and seek to fulfil the Great Commission in the power of the Holy Spirit.

### **DUTIES & RESPONSIBILITIES**

- Provide administrative support for the day-to-day operations at the parish level
- Support general administration of church AGM and parish level meetings and events
- Administer Parish level HR policies and support HR functions in recruitment, i.e. onboarding of new hires, staff benefits, etc
- Support HR functions in processing of payroll, CPF, IRAS and other regulatory contributions including annual submission of employment income and benefits
- Provide basic accounting support in the administration of monies collection, payments, claims, reimbursements, etc
- Liaise with financial institutions on church banking related matters
- Liaise with Diocese of Singapore on membership matters and provide reports on a timely basis
- Liaise with the appointed external auditor on yearly audit of the accounts including handling auditor's queries
- Contact point with government entities to ensure compliance with local guidelines and policies
- Other duties as and when assigned by Vicar

### **REQUIREMENTS**

- Minimum a Diploma Holder or equivalent
- Minimum 3 years working experience as an administrator
- Strong administrative skills, detail-oriented and comfortable with using IT
- Good teamwork and interpersonal skills
- Preferably familiar with processing payroll such as UBS Payroll and AutoCount Accounting Software will be an added advantage
- Good working knowledge of MS Office applications such as Word, Excel, PowerPoint, Publisher
- Salary will commensurate with qualifications and work experience within an NPO/ Anglican church context

Interested applicants may apply to [angelia.teo@holytrinitychurch.org.sg](mailto:angelia.teo@holytrinitychurch.org.sg) with your updated resume.