

FINANCE AND HR ADMIN

ALL SAINTS' CHURCH

FINANCE AND HR ADMIN FOR ALL SAINTS' CHURCH (CHINESE)

We are a Chinese-speaking congregation, striving to become a city of God's kingdom, shining forth the light of the gospel, so that all may give glory unto God. We are involved in the gospel work within Anglican High School, and also involved in community outreach and family building.

DUTIES & RESPONSIBILITIES

To assist Finance executive with finance admin matters like claims, payroll and filing.

REQUIREMENTS

- Preferably bilingual (Chinese and English)
- Able to use Office software (Word, Excel, etc) and simple accounting and HR software.
- Good team player
- A willingness to learn

Interested applicants may apply to brandonloy@asc.org.sg with your updated resume.