



ASSISTANT ACCOUNTANT

DIOCESAN CENTRAL ADMINISTRATION

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The Anglican Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, schools and chaplaincies. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

The Account Assistant oversees the overall financial accounting, audit, and tax matters for the Diocese of Singapore.

KEY RESPONSIBILITIES

- Oversee the full set of accounts, including monthly journal entries, accounts payable, accounts receivable, general ledger, and financial closing activities
- Manage and track budgets, reporting, and analyse budget variances
- Ensure that financial statements are reported accurately and promptly
- Prepare audit schedule and manage annual audit
- Review work processes/procedures and recommend changes for improvement
- Prepare financial reports to update the Diocesan Finance Board
- Work with the Finance Board and CAO to drive strategic initiatives and finance related projects
- Generate reports for submission to statutory boards

REQUIREMENTS

- Chartered Accountant / CPA certification
- Minimum Bachelor's degree in Finance, Accounting, or related field
- Knowledge in Singapore Accounting Standards, Income Tax & GST Act and Singapore Company Act
- Experience in a supervisory/ management position
- Excellent organisation and communication skills

Salary will commensurate with qualifications and work experience.

Please apply to hr@anglican.org.sg with your updated resume, expected salary and notice period.

Only shortlisted applicants will be notified.