



ASSISTANT ACCOUNTANT

DIOCESAN CENTRAL ADMINISTRATION

ASSISTANT ACCOUNTANT (FINANCE DEPARTMENT) DIOCESAN CENTRAL ADMINISTRATION

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 headquarters for DOS.

Reporting to the Head of Finance, the Assistant Accountant will be part of a dynamic team to manage, maintain and enhance DCA's Finance administration:

DUTIES & RESPONSIBILITIES

Financial Statements and Reporting

- Perform month-end closing of accounts, prepare journals, and input into accounting software.
- Review bank reconciliation statements, prepare Income & Expenditure statement, and Balance Sheet.
- Do up MCCY & other statutory reports.
- Prepare timely accurate financial statements and audit reports

Budgeting and Cost Control

- Annual budget preparation and tracking.

Financial Operations

- Prepare bank resolutions and other bank-related admin work.
- Monitor fixed deposit rates.
- Review AP payments.
- Review shared costs, miscellaneous billings, and billing.
- Prepare audit schedule and manage annual audit
- Develop suitable accounting policies to meet reporting requirements
- Other duties as and when assigned by the Head, Finance.

REQUIREMENTS

- Minimum ACCA, Degree in Accountancy or equivalent qualification.
- Minimum 4 years experiences in handling full set of accounts, tax computation and preparation of financial statements.



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REQUIREMENTS (cont'd)

- Proficient with Microsoft Excel, Words and accounting software
- Knowledge and hands on experiences in accounting, tax and corporate secretarial system an advantage
- Knowledge in Singapore Accounting Standards, Income Tax & GST Act and Singapore Company Act is preferred.
- Good command of spoken and written English
- Good analytical and organization skills
- Self-motivated, able to work independently with minimum supervision
- Possess supervisory/ management skills is an advantage
- Responsible, positive and meticulous
- Working rights required for this role

We are a Christian organization and the candidate is expected to conform with religious beliefs and practices of our Christian faith. All employees will be required to attend meetings held where “religious rites” will be conducted, including the need to say prayers or be engaged in Church service.

Salary will commensurate with qualifications and work experience. Training and mentoring will be provided on the job.

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

Only shortlisted applicants will be notified.