



**ADMINISTRATIVE OFFICER (FINANCE)
5-DAY WORK WEEK (FULL-TIME POSITION)
DIOCESAN CENTRAL ADMINISTRATION**

The Diocesan Central Administration (DCA) serves as the engine room for the Bishop of Singapore, overseeing governance and administration for entities under the Diocese of Singapore. We provide strategic guidance and support to parishes in human resources, finance, membership, secretariat policies, and church operations, ensuring compliance with both government and diocesan standards. As the central hub for publicity campaigns, we amplify the reach of diocesan and parish initiatives. DCA also provides guidance and oversight on major infrastructural projects, ensuring governance and accountability while supporting parishes in their operations. Through our work, we uphold the mission of the Diocese by fostering excellence in church administration and governance.

Why Join Us?

- **Purpose-driven work**
 - Contribute to a mission that supports the churches and impacts communities.
- **Collaborative team culture**
 - Work alongside dedicated professionals who value integrity, stewardship, and excellence.
- **Professional development**
 - Receive training and mentoring to grow in your career.

Reporting to the Head of Finance you will be part of our dynamic team to manage, maintain and enhance DCA's Finance administration.

RESPONSIBILITIES

Accounts Receivables (AR)

- Bank deposits of cash and cheques
- Update cash-flow for receipts
- Data entry in accounting system (AR receipts, cashbook, reconciliation)
- Update and report on all offerings/collections
- Reconcile GL schedules related to AR receipt entries
- Prepare and analyse AR aged reports for board meetings
- Prepare invoices and liaise with stakeholders on statements of accounts and payments
- Prepare year-end billing to churches

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DUTIES & RESPONSIBILITIES (cont'd)

Accounts Payable (AP)

- Prepare vendor payments and liaise with relevant personnel for verifications/approvals
- Manage payments for overseas churches
- Reconcile GL schedules related to AP invoice entries
- Process staff claims and update cash-flow for payments
- Input GIRO payments to system and cashbook, create AP invoice and payment batches in system
- Prepare bank reconciliations

General Ledger (GL)

- Assist in preparing and inputting journal entries
- Update fixed assets and fixed deposits schedules
- Support GL schedules reconciliation, quota exercises, and year-end audit
- Prepare overseas expenditure reports
- Prepare accounts for overseas churches and assist in budgeting processes

Other Support Functions

- Provide admin and logistics support for board meetings
- Maintain finance documents and filing systems
- Manage petty cash top-up, control, and disbursement to staff
- Responsible for yearly church insurance renewals for stakeholders

REQUIREMENTS

- Diploma in Finance / Accountancy
- Minimum 3 years of relevant work experience
- Meticulous and takes initiative to schedule and prioritise tasks effectively
- Strong command of written and spoken English
- Good communication and organisational skills
- Able to multi-task and deliver within deadlines
- Proficient in MS Office applications, especially Excel and Word
- 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. We seek this information to have a better understanding of the amount of onboarding needed for you to understand the Christian environment.

Salary will be commensurate with qualifications and experience. Training will be provided. Please submit your application with an updated resume to hr@anglican.org.sg, indicating your notice period and expected salary.

Only shortlisted applicants will be notified.

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