



ASSISTANT ACCOUNTANT

DIOCESAN CENTRAL ADMINISTRATION

ASSISTANT ACCOUNTANT 5-DAY WORK WEEK (FULL-TIME POSITION) DIOCESAN CENTRAL ADMINISTRATION

The Diocesan Central Administration (DCA) supports the Bishop of Singapore in strengthening the work of our 27 churches and other diocesan entities. If you have strengths in administration, operations, governance, or stewardship, DCA offers a meaningful way for you to serve a larger purpose in a church-based environment. In DCA, you will support areas such as HR, finance, policy governance, compliance, and church development—helping our churches function with order, integrity, and excellence. As this role supports Anglican churches and diocesan work, applicants should be comfortable working in a Christian faith-based environment.

Reporting to the Head of Finance, you will be part of a collaborative team supporting the finance operations of the Diocese, its churches, and overseas partners. This role offers broad exposure and the opportunity to contribute meaningfully to sound governance and mission-driven work.

KEY RESPONSIBILITIES

- Prepare monthly financial accounts, including journal entries, bank reconciliations, and financial statements.
- Prepare statutory reports (e.g. MCCY submissions) and support the annual audit process.
- Assist with the preparation and monitoring of the Diocese's annual budget.
- Support in key finance operations such as payments, billing, and banking matters.
- Help strengthen financial processes to support the Diocese's mission and work.

REQUIREMENTS

- Degree in Accountancy or an equivalent qualification.
- At least 4 years of experience handling a full set of accounts and preparing financial statements.
- Proficient in Microsoft Excel, Word, and accounting software.
- Familiarity with Singapore Accounting Standards and relevant tax regulations is an advantage.
- Responsible, organised, and able to work independently with good communication skills.



THE DIOCESE OF SINGAPORE

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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.

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.

**DIOCESAN
CENTRAL
ADMINISTRATION**