

## FINANCE-ADMIN OFFICER

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## CHURCH OF THE ASCENSION

### FINANCE-ADMIN OFFICER FOR CHURCH OF THE ASCENSION

Church of The Ascension is located within St Andrew's Village which consists of the St Andrew's schools and Little Seeds Preschool (COA). We are a family church which loves to see people experience God's love.

The Finance & Admin Officer plays a vital role in supporting the mission and daily operations of the Church of the Ascension (COA). This position is primarily responsible for managing the church's financial operations to ensure effective functioning and compliance with all financial and regulatory requirements. The role also provides administrative support to the day-to-day operations of COA, working closely with church staff, committees, and stakeholders.

#### DUTIES & RESPONSIBILITIES

- Financial Responsibilities (80%) - Bookkeeping & Financial Reporting, Payroll & Budgeting, Banking & Audit, Regulatory & Compliance Reporting
- Administrative Duties (20%)

#### REQUIREMENTS

- Minimum Diploma in Accounting or equivalent
- Prior experience in bookkeeping
- Meticulous with strong attention to detail
- Proactive, with the ability to plan, prioritise, and manage tasks independently
- Able to multi-task and deliver quality work within timelines
- Proficient in MS Office, especially Excel
- Good interpersonal skills and able to work with multiple stakeholders

Please apply to [clare.ng@ascension.org.sg](mailto:clare.ng@ascension.org.sg) with your updated resume and expected salary.