HEAD OF ADMINISTRATION, HUMAN RESOURCE, & FINANCE

CHAPEL OF CHRIST THE REDEEMER

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HUMAN RESOURCE, & FINANCE
FOR CHAPEL OF CHRIST THE REDEEMER

Chapel of Christ the Redeemer (CCR) is a parish of the Anglican Diocese of Singapore. We are a community committed to Seeking God, Caring for Each Other, Serving Faithfully, and Sharing Christ. Located within the St. Hilda's Secondary School compound in Tampines, we are called to be a pastoral and missional presence to the staff, students and families of St. Hilda's Primary and Secondary Schools, the residents of Tampines and beyond, as well as St. Andrew's Nursing Home (Tampines North).

CCR is seeking an experienced individual to oversee and develop efficient finance and human resource (HR) operations as well as office management in the administration of the church. The incumbent must be a passionate follower of Jesus with a desire to see God's Kingdom advance through a well-run organization.

DUTIES & RESPONSIBILITIES

- Oversee Admin, Finance, and HR operations.
- Lead and develop staff in service and spiritual growth.
- Align church operations with CCR's vision and mission.
- Ensure compliance with legal and church regulations.
- Oversee budgeting, payroll, and financial reporting.
- Sunday is a regular working day, with Monday as a fixed off-day.
- Commit to serving the Tampines community long-term.

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REQUIREMENTS

- Minimum 5 years' relevant experience in Accounts, HR, Secretarial or related fields.
- At least 2 years' management experience leading a team of 2 or more.
- Excellent English writing, communication and presentation skills.
- Basic bookkeeping knowledge; accounting software experience preferred.
- Proficient in Microsoft Office and willing to learn other programmes.

Interested applicants please write to:
redeemer@ccr-redeemer.org

Closing date for submission is 31 December 2026.