



Part-Time *Finance Assistant*

JOB DESCRIPTION

The Part-Time Finance Assistant reports to the Operations Manager and Finance Committee of the church.

In order to assist the Operations Manager and Finance Committee in managing the financial operations of the church, the incumbent's duties and responsibilities would include the following:

General Finance Work/Payroll/CPF/IRAS

- Manage staff compensation system including salaries and benefits. Handle all staff medical, dental, and insurance claims. Handle church submission for CPF, personal income tax, and charity portal.
- Prepare weekly offering collections report. Ensure offering collections are locked up in the safe and deposited to the bank in a timely manner. Process all special offering collections for external organisations.
- Process all reimbursement claims submitted by the various ministries.
- Prepare monthly financial reports for internal reporting as well as for the year-end external audit, and liaise with auditors on all audit matters.
- Highlight any issues with keeping of accounting records, and recommend improvements to be made.
- Handle vendor payments and enquiries.
- Ensure systematic filing of financial documents.
- Manage the church's investments, fixed deposits, and cashflow, in accordance with the instructions of the Church Finance Team.

Bookkeeping Work

- Compile and arrange all copies of payment vouchers, cheques, and supporting documents, and record transactions in the accounting software.
- Prepare accounting reports for Treasurer to review and approve.
- Attend to all church committees' enquiries on their budgets and expenses.

REQUIREMENTS

- A Singapore Citizen or Permanent Resident.
- 3-day work week, including Sundays.
- Diploma in Accounting or equivalent.
- Proficient in Microsoft Office applications (Excel/ Word) and QuickBooks.
- Meticulous, organised, and detail-oriented.
- At least 1 year of relevant working experience.

Do pray before you apply.

Kindly submit your application and resume to us at admin@gmc.org.sg.

We thank you in advance for your interest in applying for this position. We will get in touch with you as soon as you have been shortlisted. We regret that only shortlisted candidates will be notified.

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