

Church Manager

The Church Manager oversees the administrative functions of the Church office and ensure the Church Office functions efficiently to support the ministries of Sengkang Methodist Church (SKMC). The administrative function of the Church Office includes Finance & HR, Ministry Support, Office Admin, Communication and Facilities & IT.

Roles and Responsibilities

Finance & HR

1. Implement an automated voucher approval & book-keeping process
2. Oversee the training and development of staff including staff benefits and welfare.
3. Oversee the preparation of HR and Admin Budget
4. Manage staff schedules, hiring of new staff members when needed and overseeing performance reviews
5. Manage the church's finances including payroll, invoices, payments, tax submissions and audits.
6. Manage office petty cash and work closely with Treasurer to process invoices and payroll.

Ministry Support

7. Be the link person between CAC and SKMC
8. Coordinate the admin support for Church wide events including managing volunteers and vendors
9. Work with PIC to provide administrative support to the NE Outreach work including liaising with external agencies and stakeholders
10. Manage the church's membership database and records.

Office Admin

11. Be the link person between LCEC and Office; establishing strong communication channels between leadership and pastors with office staff.
12. Review Church office procedures and structures to improve the efficiency of the office to support ministries.
13. Set up a system of e-repository for all departments and ministries
14. Serve as DPO of SKMC and assist Governance Chair to ensure SKMC complies with Commissioner of Charities requirements.
15. Oversee the preparation of Conference Reports and maintenance of office records; ensuring records are organised and up to date

Communication

16. Oversee mail management, postings in social media platforms, publications, preparation of Church bulletin and the annual Church calendar.
17. Ensure prompt communication on ministries of deaths, weddings and meetings that may require the use of the Church or support of Pastors

Facilities & IT

18. Oversee the optimal use of the church building space
19. Work with Property Comm to implement Workplace and Fire safety measures in SKMC
20. Have an oversight of the repair & maintenance work in SKMC to ensure minimal impact to ministries
21. Work with the IT Comm to ensure smooth operation, servicing and replacement of our IT equipment

Requirement

- A Christ-centered Christian with a positive attitude and good interpersonal skills
- A team player who can adapt and thrive in a dynamic organizational environment striving for continuous improvement
- Attention to details with the ability to work with confidential information and maintain a high standard of honesty and integrity
- Willing to work non-traditional schedules which includes evenings, weekends and Public Holidays
- Diploma & above qualifications with good written and verbal communication skills in English and Mandarin
- At least 10 years of relevant experience in supervisory & managerial role
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Strong organizational and planning skills
- Proficient in Microsoft Office Suite of tools
- Knowledge of accounting, HR, facilities management and administrative management practices and procedures
- Familiarity with the Chinese Annual Conference and its connectional structure is a plus
- Preferably a member of Sengkang Methodist Church

To apply for the above vacancy, please email us your resume to hr@skmc.org.sg by 18 June 2023.

We regret that only shortlisted candidates will be notified. All applications will be treated with the strictest confidence. By submitting any application or resume to us, you will be deemed to have agreed and consented to us collecting, using, retaining and disclosing your personal information for the processing of your job application.