



Job Description of Accounts & Admin Executive

Finance

1. Maintain financial books, manage payments, offering and tithe collections, banking and keep proper records
2. Manage church payroll, monthly Staff Salary Advice and personnel related matters including CPF contributions, allowances and medical claims
3. Generate financial reports using ACCPAC and other customised reporting for Auditors, church meetings and board committees
4. Handle financial and regulatory matters with government agencies such as Registry of Societies, IRAS, Charities Council and also financial institutions
5. Implement and maintain financial policies and procedures and carry out decisions of the Finance Committee

Administration

1. Coordinate the preparation of weekly Bulletins and Monthly Tithe letters using MS Publisher
2. Maintain Personnel files, Leave records and other official documents
3. Provide administrative support for Board and Congregational meetings including Minutes-taking
4. Handle external correspondences, communications and phone calls
5. Manage purchases and coordinate maintenance services from vendors
6. Assist various church ministries on adhoc matters
7. Implement relevant Personnel and government policies and procedures, in consultation with Personnel Committee and Board secretary

Candidates should have:

1. Minimum Diploma in Accountancy, preferably with experience in ACCPAC software or with relevant work experience in a non-profit sector
2. Strong Administrative and IT skills
3. Verbal and written communication skills

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4. Good sense of confidentiality and professional integrity
5. Be flexible and adaptable and willing to take on tasks or duties as may be assigned by the Board from changing circumstance
6. Candidates must be a practicing Christian of good standing

Please apply with detailed resume to members@cplink.org.sg. Only shortlisted applicants will be notified. Closing date: 23 September 2019