



Church Office is looking for a **Finance & Admin Assistant Manager**.

DUTIES & RESPONSIBILITIES:

This role involves assisting the church manager in accounts-related duties and administrative tasks.

Accounts Matters:

1. Process vendor enquiries and timely payments.
2. Process claims/reimbursement and weekly collections monies (offerings, donations) and deposit into bank.
3. Assist accountants & auditors on accounts/audit matters.
4. Filing and keeping of records (payment vouchers, receipts, bills, bank statements etc)
5. Assist in Financial and Management Reporting.

General Admin Matters:

1. Record staff meeting on rotation basis.
2. Coordinate and work with related parties relating to Membership Classes & Special Sunday Services.
3. Assist ministry leaders / members with photocopying matters
4. Handle mails, phone calls and walk-in enquiry.
5. Assist and support in any other church administrative work as and when required by supervisor.

Requirements:

1. Strong interpersonal, communication and administrative organization skills
2. Proficient in Microsoft Office programs (Excel, Word, Powerpoint)
3. Familiar with Google Drive, Sharepoint and other cloud-based systems for file-sharing and collaboration.
4. Team-player

QUALIFICATIONS:

1. Education:

- At least 3 'A' levels
- At least 5 'O' levels and 2 years relevant working experience
- Alternatively, **relevant certifications** in accounting (e.g., ACCA, CPA) or administration may also be considered.

2. Experience:

- At least **1-2 years** of experience in an administrative role.
- Experience in a **church or non-profit setting** is a plus, though not essential.



SKILLS:

1. Accounting & Administrative Skills:

- Basic understanding of **basic accounting** principles (e.g., invoicing, reconciliations, reporting).
- Excellent **organization and time-management** skills to handle multiple tasks with accuracy and deadlines.
- Attention to **detail**, especially when handling financial records, receipts, claims, and reports.
- Familiarity with accounting software (e.g., QuickBooks, Xero) is a plus.

2. General Administrative Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Good **written and verbal communication** skills for correspondence with church members, vendors, and colleagues.
- Ability to handle **confidential information** with discretion, especially regarding financial and personal data.
- **Multitasking** ability: Capable of managing various tasks, including administrative support, accounts duties, and worship service-related responsibilities, simultaneously.

3. Soft Skills:

- **Team player** with a cooperative and helpful attitude toward church staff, volunteers, and congregation members.
- A **positive attitude** and willingness to learn and adapt as needed.

Interested applicants may email their resume and expected remuneration to office@charismc.org.sg . Only shortlisted candidates will be called for interview.

By submitting your application and resume to us, you consent to our collection, use, retention and disclosure of your personal data indicated in the documents for the assessment of your job application.