



# WE'RE HIRING!

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## POSITION: CHURCH PART-TIME FINANCE ASSISTANT

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### JOB DESCRIPTION

- The Part-Time Finance Assistant reports to the Church Operations Manager & the Church Finance Team.
- To fulfil the finance management needs of the church, the incumbent will perform the following scope of work:

### GENERAL FINANCE WORK/PAYROLL/ CPF/IRAS

- Manage staff compensation system including salary and benefits. Handle staff medical, dental, and insurance claims.
- Handle church submission for CPF, annual income tax, and charity portal.
- Ensure offering collections are locked up in the safe.
- Process reimbursements and claims submitted by all ministries.
- Prepare monthly financial reports for mid-year internal and year-end external audit.
- 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 voucher, cheque, and supporting documents, and key into the accounting software.
- Print out all accounting reports for Treasurer to review and approve.
- Attend to all ministry committees' enquiries about their budget and expenses.

### REQUIREMENTS

- Singapore Citizen or Permanent Resident.
- 3-day work week.
- Diploma in Accounting or equivalent.
- Proficient in Microsoft Office applications (Excel/ Word) and QuickBooks.
- Meticulous, organized, 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](mailto: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.

## JOIN US!