



Finance Executive

Job Function:

- Finance: Provide appropriate and accurate accounting records and financial statements in a timely manner for Aldersgate Methodist Church, including Aldersgate Praise Centre.
- Able to provide variance analysis of the accounts
- Able to extract and collate data requested for analysis, budget preparation/evaluation and ad hoc reporting.
- Able to handle online cash management matters
- Liaise with external parties such as bankers, auditors and consultants.
- Administration: Provide administrative, clerical and reception support for Aldersgate Methodist Church.

Qualifications:

- Diploma or equivalent in accounting with at least 3 years' relevant experience.
- Able to maintain a full set of accounts including preparation of financial statements
- Strong organizational and communication skills
- Meticulous with attention to details and precision in account reconciliation and report generation.
- A commitment to good interpersonal relationships, teamwork and support of church ministries
- A commitment to confidentiality regarding all financial records, both of the church and staff, and the members.
- Proficient in Microsoft office (Excel, Word)
- Knowledge of accounting software- MYOB etc is desirable

Interested applicants, please send your detailed resume (with expected salary) to suathoonhan@aldersgate.sg. Only shortlisted applicants will be notified.