

FINANCE AND ADMIN MANAGER

Responsibilities:

- Manage the full aspects of Finance, Human Resource and Office Administrative operations
- Review, implement and improve existing HR practices, procedures and infrastructure
- General office administration, ensure the smooth running of the church office (insurance, space planning, reception, office equipment, office supplies, etc.)
- Budgeting exercises
- Provide senior management with timely and accurate financial and project analyses
- Develop reporting processes, procedures and internal controls

About the candidate:

- 3-5 years relevant experience (managerial level)
- Comprehensive accounting skills are a prerequisite
- Good interpersonal & communication skills, strong analytical and problem solving skills
- Has good initiatives, work independently, resourceful and able to prioritize tasks

Interested applicants are invited to submit their resume, a recent photograph, expected salary, list of referees and a cover letter to hr@riverlife.org.sg. Only shortlisted candidates will be notified.