

Opening for Post of Accounts & Administrative Assistant in Synod Head Office

The Presbyterian Church in Singapore, comprising of 38 English and Chinese speaking congregations, is inviting candidates who wish to serve God in this ministry to apply for the position an Accounts & Administrative Assistant.

Accounts and Administrative Assistant

Job Specifications:

Responsible for the proper maintenance of the full set of accounting records for the Synod, Church House, English Presbytery and Chinese Presbytery.

Duties are as follows:

- Maintain the full set of accounting records
- Prepare cheques for payments
- Maintain proper records for collections received and issue official receipts.
- Perform banking-in of cash and cheques received.
- Perform monthly bank reconciliations.
- Prepare monthly, quarterly and year end financial reports for various committees.
- Prepare monthly payroll including payment of staff CPF.
- Assist in the preparation of annual budgets
- Perform administrative duties.

Requirements:

1. Qualification: O level's and relevant Book-keeping/ accounting certificate.
2. Experience: Minimum 2 years experience with maintaining a full set of accounts. Experience in QuickBooks accounting package will be an advantage.
3. Skills Preferred: Computer knowledge and skills in Microsoft Word, Access, Excel and basic accounting package.

Salary: Commensurate with experience

To apply, please send detailed resume and a recent photograph by 17 March 2010 to:

The Finance & Admin Manager (Recruit)
The Presbyterian Church in Singapore
132 Sophia Road
Singapore 228186

or Email to recruit@presbysing.org.sg