



JUNIOR EXECUTIVE (FINANCE & HR)

Reports to: Asst Head (Finance & HR)

Purpose: The Junior Exec (Finance & HR) will assist Asst Head (Finance & HR) to achieve our mission of *"Leading Generations into a Life-changing Relationship with Jesus Christ."* He/she handles the daily bookkeeping of the church and produces timely and accurate financial reports to aid the decision-making process across the church.

In particular, the Junior Exec (Finance & HR) is to:

(i) Finance

- a) Perform daily accounting entries
- b) Post month-end closing journal entries
- c) Prepare monthly account schedules
- d) Consolidate weekly offerings
- e) Manage payment processing matters
- f) Provide other accounting support such as staff claims, handling suppliers and filing of accounting documents

(ii) HR

- a) Perform periodic updates to the Employee Handbook and Organisation Chart
- b) Handle the onboarding process for all new employees
- c) Prepare the quarterly Staff Newsletter
- d) Update all leave applications and training records
- e) Monitor Long Service Awards
- f) Draft HR Advisory for the staff
- g) Coordinate staff teambonding sessions and staff retreats
- h) Coordinate the annual staff engagement survey and draft survey report
- i) Research on HR related matters

Any other matters as assigned by Asst Head (Finance & HR).

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Leading Generations into a Life-changing Relationship with Jesus Christ

www.gospellight.sg

Requirements: Minimum Diploma in Accounting, LCCI, or equivalent
Fresh grads are welcome to apply
2-3 year(s) of working experience with at least 1 year of doing full set of accounts is preferred
Knowledge of MYOB accounting system will be an added advantage
Competent in Microsoft Office especially in Excel and Word
Exposure to HR is a plus
Ability to write well is a plus

Other Expectations: Exhibits professionalism and a conscientious work ethic
Willingness and ability to work at a fast pace with composure and flexibility
Awareness of the need for confidentiality
Attention to details with an eye for excellence
Able to multi-task and prioritize projects

Organization Chart

