



# Regional Financial and Administration Controller

**Reports to:** Board of Directors  
**Location:** Singapore (with regional travel)  
**Sector:** Regional Missions and Charities

**Purpose:** We are seeking an experienced and dynamic Regional Finance & Administration Controller to join our Singapore-faith based organisation, which supports impactful projects in the Philippines, Indonesia, Malaysia, Cambodia, Myanmar and Kyrgyzstan. This leadership role ensures robust financial stewardship and compliance across our regional operations.

- Be responsible for all financial, administrative, compliance and tax matters for Goducate and APIIS.
- Supervise finance and admin staff.
- Prepare non-profit financial statements, management accounts and forecast/budget in accordance with Singapore Financial Reporting Standards.
- Prepare and submit tax returns, resolutions and statutory returns to IRAS, ACRA and other authorities as required.
- Maintain relationships with donors, ensuring donor records and reporting.
- Perform annual due diligence and suitability assessments of existing and prospective donees.
- Ensure timely submissions and review of all financial and management reports from donees.
- Travel periodically (8-12 times per year) to donee entities in the Philippines, Indonesia, Malaysia and major locations to:
  - champion a culture of financial discipline, transparency, and continuous improvement
  - train management and finance staff
  - conduct audits for compliance with cash management, internal controls and proper stewardship of funds

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- ensure timely resolution of audit findings
- build relationships with staff in donee entities to facilitate smooth and effective working relationships
- Execute other instructions and initiatives as given by the Board

**Skills/Qualifications:**

- Degree in Accountancy, Finance, Business Administration, or related field
- Minimum 5 years' experience in finance and administration, with at least 2 years in a managerial/supervisory-level role.
- Strong knowledge of Singapore AML regulations, accounting, tax, CPF, PDPA and ACRA reporting.
- Familiarity with accounting and tax regulations in the Philippines and Indonesia
- Proficiency in English (spoken and written) and Tagalog (spoken)
- Excellent interpersonal and communication skills; a people person able to work with leaders, diverse stakeholders and cultures.
- Proficient in accounting software (e.g., MYOB QuickBooks) and MS Office.
- High integrity, analytical skills, and a commitment to the highest standards of financial stewardship.