



ACCOUNTANT

Reports to: Head (HR & Admin) and Treasurer

Purpose: The Accountant will assist Head (HR & Admin) to achieve our mission of *"Leading Generations into a Life-changing Relationship with Jesus Christ."* He/she oversees the finances of the church, ensuring that funds are stewarded well and in accordance with government regulations. In particular, the Accountant is to:

- a) Assist in developing and executing financial strategies that support church objectives.
- b) Supervise and mentor accounting employees and ensure accurate records of all accounts payable and member contribution records.
- c) Facilitate the annual budgeting process by working with various departments and ministry leaders.
- d) Make budget recommendations to the Church Committee.
- e) Review the budget on a monthly basis and report to the Church Committee.
- f) Analyse financial data, trend, and performance metrics to inform decision-making.
- g) Coordinate internal and external audits and ensure compliance with accounting standards, regulations and financial reporting requirements.
- h) Implement and maintain internal control and financial procedures.
- i) Oversee cash flow management, including the monitoring cash balances, investments and banking relationships.
- j) Manage liquidity and optimize the use of financial resources.
- k) Contribute to the selection and utilization of financial systems and software.
- l) Ensure compliance with tax regulations and reporting.
- m) Ensure all church purchases are procured at the lowest prices, where possible.
- n) Coach accounting staff and encourage continuing education and skills development.
- o) Participate actively in the Finance Sub-Committee meetings.
- p) Close year-end management account and review draft audit report.

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Leading Generations into a Life-changing Relationship with Jesus Christ

www.gospellight.sg

Requirements: **Finance**
Degree in Finance
6 – 8 years working experience, with at least 3 years supervisory experience
Handled at least 3 audit cycles
Proficient in MYOB accounting system
Knowledge of accounting standards and procedures, laws and regulations
Knowledge of Singapore Financial Reporting Standards
Proficient in MS Word, Excel and Powerpoint
Member of ACCA and CA (Spore) would be advantageous

Other Expectations: Exhibits professionalism and a conscientious work ethic
Willing and able to work at a fast pace with composure and flexibility
Aware of the need for confidentiality
Attention to details with an eye for excellence.
Should be a self-starter
Able to multi-task and prioritize projects

Span of Care: (1) Manages 1 Finance Executive
(2) Works closely with 3 pax regularly - Treasurer, HR Sub-Committee

Organization Chart

