

We are hiring!

Job Opening : MANAGEMENT ACCOUNTANT

Our organization is expanding and we're looking for suitable candidates to grow with us. Contact us now and we'll see you at the interview.

Scope of Work

The successful candidate shall report to the Chief Executive Director. The scope of work are as follows:

(i) FINANCE RESPONSIBILITIES

- Oversee and manage the Finance and Accounting functions of FAST. Core delivery includes the keeping and documentation of books, submission and monitoring of claims and reimbursement from funder, budgeting and control of finances and cashflow, administration of payroll, preparation, issuing and documentation of all bills, invoices and payments.
- IPC-related duties, including the issuing of tax exempt receipts to donors, GST submissions, seeking approvals and documentation all such transactions and on-line submission to IRAS on donations received.
- Preparation and submission of monthly and ad hoc financial statements as and when required, track and document all financial transactions including revenue collections from membership, rental of facilities, payments and expenses and prepare quarterly and annual financial reports for submission, audit and presentation at EXCO Meetings and AGM and to the relevant authorities.
- Maintaining and accounting for the petty cash account and monies.
- Coordinate and administer annual audit exercise and present audited report and recommendations

(ii) MANAGEMENT OF FAST CLUBHOUSE AND FAST HUB ACCOUNTS

- Ensure proper upkeep of accounts relating to the FAST Clubhouse and FAST Hub including timely payment of rentals by sub-tenants, ad hoc rental of facilities and miscellaneous fees.

(iii) PAYROLL SUPPORT

- Work closely with the Chief Executive Director to provide and administer Staff Payroll matters include printing and issuing of pay slips, salary payment through GIRO, encashment of leave, deduction of payment for season car parking, etc.
- Keep and maintain all documents and records regarding decisions on payroll, bonuses and increment

(iv) EXCO SUPPORT

- Craft and present financial report at FAST EXCO meetings and AGM. Craft financial report for Annual Report Submission.

(iv) OTHER DUTIES

- Perform any financial functions as required from time to time.

Salary is \$3000 to \$4000

(Salary commiserates with relevant experience and qualifications.)

Full-time

Interested applicants may submit your CV to chingkok@fast.org.sg