



Bethesda CARE Centre (Hougang)

Finance Manager

Responsibilities:

1. Responsible for the full spectrum of finance and accounting matters in BCARE.
2. Work closely with the Executive Director and Centre Heads/ Programme ICs to develop the annual budget.
3. Prepare and submit corporate financial statements, and liaise with external auditors as well as Finance and Audit Sub-Committees.
4. Handle Funding matters and Fixed Deposits.
5. Ensure statutory requirements for financial reporting are met.
6. Work on Annual Audit and AGM financial presentation.
7. Review and implement internal controls and finance procedures.
8. Day-to-day accounting.

Requirements:

1. a Bachelor's degree in Finance/ Accountancy/ Banking or professional qualifications from a recognised Accounting Body (e.g. Singapore Institute of Chartered Accountants or the Institute of Certified Accountants or Cost and Management Accountants)
2. at least 2-3 years of relevant working experience
3. proficient in MS Office & "MYOB" accounting software a MUST
4. meticulous and analytical attributes
5. must have a high level of integrity
6. ability to establish and maintain relationships, possess initiative and a positive working attitude
7. Working hours: 9am to 6pm (Mondays - Fridays), 5-day work week.

Interested applicants are invited to apply by completing the BCARE job application and email together with supporting documents to corpadmin@bcare.org.sg Only Singaporeans/SPR need to apply. All applications will be kept in strict confidence. We regret that only shortlisted candidates will be notified.