

## **FINANCE EXECUTIVE**

**BEDOK METHODIST CHURCH** (the Church) invites a dynamic and motivated individual to join us as a Finance Executive. The Finance Executive provides essential backup support to the Finance Manager, ensuring continuity and resilience in the core financial and accounting functions. This role facilitates smooth processing of routine financial transactions, assists with month-end and year-end closing activities, and supports operational efficiency and internal controls.

### **Key Responsibilities**

1. Process staff expense claims and vendor invoices with accuracy and timeliness.
2. Prepare payment vouchers and support payment run processing.
3. Prepare summaries of collections of tithes, offerings, and donations, and raise journal vouchers for posting.
4. Reconcile collections in cash against bank statements and weekly submission forms.
5. Support monthly and yearly closing activities by assisting with documentation and reconciliations.
6. Assist in maintaining accounting records and supporting documents, including updating the Claims system.
7. Provide support to Personnel & Communications Manager and Personnel Committee Chairperson as required.
8. Participate in ad hoc projects and duties assigned by the Finance Manager and Pastor-in-charge.

### **Role Scope and Impact**

1. Ensures operational continuity during the Finance Manager's absence (due to leave, illness, or peak workloads) by handling critical financial processes such as payment runs, expense claims, and reconciliations.
2. Enhances operational efficiency by taking on routine transactional tasks, allowing the Finance Manager to focus on higher-level responsibilities including system configuration, management reporting, and church leadership queries.
3. Strengthens internal controls by introducing segregation of duties, mitigating risks associated with sole handling of financial processes.
4. Builds future leadership capacity within the finance department through on-the-job training and skills development.

### **Qualifications & Skills**

1. Relevant diploma or degree in Finance, Accounting, or related field preferred.
2. Proficiency in accounting software (experience with QuickBooks is an advantage).
3. Strong attention to detail and accuracy in financial data processing.
4. Good organizational and time management skills.
5. Ability to work independently and as part of a team.

### **Work Environment**

1. Flexibility to work remotely from home on agreed days, supporting work-life balance and operational continuity.
2. Options for part-time employment, such as reduced hours or fewer days per week, tailored to the church's needs and candidate availability.
3. This role remains office-based when necessary for core activities like meetings, payment runs and reconciliations, while report preparations can be done remotely.

*To apply, please email [petrinayong@bmc.org.sg](mailto:petrinayong@bmc.org.sg) with your resume, expected salary and availability. Kindly note that only shortlisted candidates will be contacted.*