

Vacancy on Staff @ Hope Church (Singapore) – August 2023



We have a shared vision to fulfil the Great Commission - to love our neighbours, to make disciples, and to plant churches in Singapore and all over the world.

We strive to be a community that is Christ-centred, Holy Spirit empowered, and Bible-based. We are committed to God and to one another. We are ordinary people living out an extraordinary life with Jesus Christ.

We invite Hope Church (Singapore)'s dynamic and passionate members to join our growing staff team and be a part of a ministry that is making a lasting impact by bringing the gospel out to our community and the world!

Advertised: 22-08-23 | Closing Date: 30-09-23

Finance Executive

About the position:

Finance Department plays a vital role in the operations of the church. It supports the financial operations of the church so that the church can function effectively and rightly in this area. This role is crucial to ensure proper payments, accounting and governance for the church.

Key Responsibilities:

- Process payment of invoices to vendors and staff/volunteer claims via internet banking transfer or issuing cheques
- Ensure the payment vouchers/claims and invoices/receipts submitted are properly approved and the process is completed
- Resolve with vendors, staff, and volunteers if any payment discrepancies arises
- Administrate and manage staff/volunteers' claim through the claim system
- Maintain expenses accounts ledger by posting expenses transactions into accounting system
- Assist in offering counting duty
- Assist with annual audit

Requirements:

- A serving member of Hope Church (Singapore), preferably a mentor or at Step D
- Possess at least a Diploma in Accounting/Finance
- At least 2 years of working in accounts payable related field would be an advantage
- Meticulous and organised

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- Integrity and honesty, able to maintain confidentiality
- Proficient in computer skills including MS Office
- Team player who is willing to learn and work beyond job scope when necessary
- Proficient in data entry and management
- Possess good interpersonal, oral and written communication skills
- Fresh graduates are welcome. Training will be provided.

Please apply via e2hope, complete the application form, and attach your CV. If you are still waiting for your e2hope account to be activated, please text us through the website and we will get back to you.