

JOB DESCRIPTION

Programme Name	Corporate Services
Section	Corporate Services
Reports to	Assistant Director, Finance
Job Title	Assistant Manager, Finance

GENERAL SUMMARY

The Assistant Manager, Finance, supports Assistant Director, Finance, to ensure adequate financial controls exist and those controls are administered correctly. The role involves ensuring quality financial accounting, ensuring all transactions are processed and appropriately accounted for whilst streamlining income processing procedures and bank reconciliations. Finally, the role will involve maintaining/developing all associated internal controls, policies and procedures and adhering to Charity Accounting regulations.

DUTIES AND RESPONSIBILITIES

Responsibilities:

1. Day to Day operations

Manage and supervise the Finance Department staff handling financial data/transactions to ensure all transaction are entered accurately and timely including:

- Bank and cash Management
- Petty Cash Management
- Donation Management
- Accounts Payable
- Accounts Receivables
- General Ledger Management
- Grant Management
- Monthly closing and reporting
- Annual statutory audit and adhoc audits by funding agencies

2. Governance and Internal Controls

Review internal processes to identify gaps and make recommendations enhance internal control, procedure and processes to facilitate compliance to corporate governance and compliance with accounting standards

3. Participate in the digitalization of HCSA including testing of system and follow up on any gaps when necessary

4. Any other duties assigned from time to time

QUALIFICATIONS

Education & Experience

1. Diploma/Degree in a Finance-related field or any relevant degree
2. At least 3 years in Book Keeping experience
3. Experience in handling Charity Accounting will be advantageous

TECHNICAL SKILLS COMPETENCIES (TSC)

	TSC Title	TSC Description	TSC Proficiency Description
1	Financial Transactions	Prepare business documentation and cash balances as well as perform payments, collections and remittances in accordance with applicable frameworks and regulatory requirements	<Level 3> Compile deficit and surplus cash balances and monitor payments, collections and remittances activities for unusual transactions
2	Financial Reporting	Prepare general-purpose financial statements and disclosure notes in accordance with applicable financial reporting framework	<Level 3> Interpret financial transactions and financial statements
3	Financial Statements Review	Review financial statements in accordance with applicable frameworks and regulatory requirements	<Level 4> Validate accuracy of financial data in financial statements succession planning for the department
4	Diversity Awareness and Management	Apply awareness and sensitivity in working professionally with diverse individuals, groups and communities	<Level 4> Promote diversity and inclusion in order to achieve the best possible outcomes
5	Ethics, Values and Legislation	Apply conduct, ethics, values and relevant legislation to uphold the integrity and reputation of the organisation and the profession	<Level 4> Monitor organisation operations to safeguard rights and interests of clients, caregivers and social service sector professionals, and ensure compliance to ethical and legal requirements. Apply ethical decision-making models and strategies to address ethical dilemmas and issues
6	Stakeholder Management	Plan and implement strategies to build and manage constructive and positive relationships with stakeholders	<Level 3> Administer communication plans to engage stakeholders to build and foster positive

			relationships
7	Change Management	Initiate and facilitate organisational changes and business transformation initiatives	<Level 4> Develop overall change management strategies and programmes by analysing risks, anticipating barriers and developing contingency plans
8	People Management	Manage the recruitment, performance and development of staff	<Level 3> Provide guidance to junior team members
9	Strategic Implementation	Develop implementation plans to achieve organisation and department strategies and goals	<Level 4> Evaluate the strategy for departments ensuring that the plans are realistic
10	Corporate Governance	Establish, guide and endorse organisation's corporate governance and compliance policy. This includes being aware of the regulatory frameworks and global leading practices in similar organisations	<Level 3> Adhere organisation's compliance to relevant legislative and regulatory requirements

CRITICAL CORE SKILLS (CCS)

	CCS Name	CCS Description	CCS Proficiency Description Level
1	Problem Solving	Generate effective and efficient solutions to solve problems and capitalise on new opportunities	<Intermediate> Determine underlying causes of problems and collaborate with other stakeholders to implement and evaluate solutions
2	Creative Thinking	Adopt diverse perspectives in combining ideas or information and making connections between different fields to create different ideas, improvements and solutions	<Intermediate> Integrate multiple ideas and information from across various fields to develop solutions and new ways of working which address specific issues and deliver impact
3	Decision Making	Choose a course of action from several alternatives developed through a structured process in order to achieve intended goals	<Intermediate> Implement structured decision making processes and analyse multiple sources of information to propose solutions
4	Transdisciplinary Thinking	Apply concepts from multiple disciplines, and synthesise different areas of knowledge and insights to guide decisions, foster cooperation	<Basic> Explore concepts from outside one's field of expertise to supplement one's knowledge,

		and drive continuous improvement	proficiency and work practices
5	Influence	Empower others to learn and develop their capabilities to enhance their performance and achieve personal or professional goals	<Intermediate> Develop relationships with stakeholders to build confidence, alignment and communicate desired purpose, goals or objectives
6	Communication	Convey and exchange thoughts, ideas and information effectively through various mediums and approaches	<Intermediate> Tailor communication approaches to audience needs and determine suitable methods to convey and exchange information
7	Self-Management	Take ownership of managing one's personal effectiveness, personal brand, and holistic physical, mental, emotional, and social well-being	<Intermediate> Analyse own well-being and personal effectiveness to develop strategies to regulate self and build personal brand
8	Digital Fluency	Leverage digital technology tools, systems, and software across work processes and activities to solve problems, drive efficiency and facilitate information sharing	<Intermediate> Identify opportunities and evaluate risks of integrating digital technology tools, systems and software across work processes and activities
9	Global Perspective	Operate in cross-cultural environments, demonstrating an awareness of the wider global context and markets to identify potential opportunities and risks	<Basic> Demonstrate an understanding of global challenges and opportunities to work effectively in a cross-cultural environment