

JOB DESCRIPTION

Programme Name	Dayspring RTC
Section	Operations
Reports to	Operations Manager

Job Title	Executive, Administration and Finance
Job Category	Individual Contributor
Function	Clerical Officer / Associates

GENERAL SUMMARY

The Admin and Finance Executive supports the overall operations of DRTC by providing administrative assistance and effective financial system. By collaborating with the different DRTC Departments and HCSA Corporate Department, she ensures smooth day-to-day operation of DRTC.

DUTIES AND RESPONSIBILITIES

Administration

1. Word processing, minute taking, photocopying, scanning, document posting, etc
2. Lead office supply management and inventory controls
3. Maintain proper records and filing of documents for audit by MSF and external auditor
4. Support and provide administrative assistance to the different DRTC Department
5. Other ad hoc admin duties assigned from time to time

Finance

1. Process petty cash claims ensuring that payments are timely and accurately reimbursed
2. Settle DRTC bills, invoices, etc
3. Banking in of cash receipts/Encashing of DRTC cash float cheque
4. Maintain proper accounting records for audit purpose
5. Attend to external auditors during statutory audit
6. Submit timely reports
7. Other ad hoc financial responsibilities
8. Process ad hoc payments for suppliers, contractors, part-timers, volunteers' other allowances

Office Management

1. Greet guests/visitors to DRTC
2. Share responsibility for maintaining a tidy and appropriately maintained office
3. Perform office communication as part of managing DRTC Calendar
4. Manage and maintain equipment and office supplies, room booking system, etc

Meetings

1. Organise and lead office meeting.
2. Attend and participate in admin and staff meetings.
3. Attend HCSA-wide meeting and other required meetings.
4. Participate in special projects/programmes and committees.

Others

1. Perform additional duties as required by the nature of the position or as requested by Supervisor/Head of Home.

QUALIFICATIONS

Education And Experience

- Minimum degree in related field of study is preferred but not required.
- 2 years' experience working in residential setting is an advantage.

Other Requirements (if any)

1. Effective communication skills (oral and written)
2. Basic knowledge on bookkeeping, accounts payable and receivable
3. Computer literate, including effective working skills of MS Word, Excel and e-mail
4. Ability to communicate effectively with individuals at all levels of the organization
5. Ability to work independently and as a team
6. Able to work well under pressure and meet set deadlines
7. Good organizational, time management and prioritizing skills
8. Ability to implement company policies and procedures
9. Attention to detail in all areas of work
10. High level of personal integrity

COMPETENCIES

Technical Skills Competencies

	TSC Name	TSC Description	TSC Proficiency Description
1	Workplace Safety and Health	Establish a workplace safety and health system as well as maintain and comply with Workplace Safety and Health policies and procedures	<Level 1> Comply with Workplace Safety and Health (WSH) policies and procedures by following safe work practices, workplace emergency response procedures and risk control and participating in WSH management activities
2	Financial Management	Manage organisation's short and long-term financial needs. This involves reviewing an organisation's financial risk position and refining the finance and financial risk philosophy of the organisation	<Level 3> Maintain the day-to-day operations of the organisation's financial performance and financial risk management
3	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
4	Quality and Audit Management	Ensure the quality of services adheres to standards and develop initiatives to enhance quality through systematic review of programmes and services against criteria and the implementation of changes	<Level 3> Carry out audits to ensure quality of services delivered adheres to organisational practices and standards
5	Risk Management	Oversee compliance to policies, frameworks and procedures in the department to ensure the integrity of operations and manage risks	<Level 3> Identify and assess risk events, respond according to risk appetite statements and monitor implementation procedures
6	Diversity Awareness and Management	Apply awareness and sensitivity in working professionally with diverse individuals, groups and community	<Level 2> Comply with basic principles of diversity and inclusion set by organisation
7	Ethics, Values and Legislation	Apply conduct, ethics, values and relevant legislation to uphold the integrity and reputation of the organisation and the profession	<Level 2> Apply principles of ethical conduct, policies and procedures and inclusive work practices in professional activities
8	Stakeholder Management	Plan and implement strategies to build and manage constructive and positive relationships with	<Level 1> Maintain relations with team

		stakeholders	members and/or clients <Level 2> Nurture positive internal and external relations with stakeholders
9	Emergency Response and Crisis Management	Develop and implement emergency response and crisis management plans and policies, provide guidance on policies, plan development	<Level 2> Participate and assist in execution of emergency response plans and crisis management programmes and suggest improvements to these plans
10	Resilience and Self-care	Understand the actions and activities that will enhance overall health and well-being to enable continued practice as a professional in the sector	<Level 3> Develop and improve on one's self-care plans and manage one's stress

Critical Core Skills

	CCS Name	CCS Description	CCS Proficiency Description
1	Problem Solving	Generate effective and efficient solutions to solve problems and capitalise on new opportunities	<Basic> Identify problems and implement guidelines and procedures to solve problems and test solutions
2	Sense Making	Leverage sources of qualitative and quantitative information and data to recognise patterns, spot opportunities, infer insights and inform decisions	<Basic> Organise and interpret information to identify relationships and linkages
3	Digital Fluency	Leverage digital technology tools, systems, and software across work processes and activities to solve problems, drive efficiency and facilitate information sharing	<Basic> Perform work processes and activities using identified digital technology tools, systems and software
4	Collaboration	Manage relationships and work collaboratively and effectively with others to achieve goals	<Basic> Contribute to a positive and cooperative working environment by fulfilling own responsibilities, managing interpersonal relationships and providing support to others to achieve goals
5	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
6	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

DISCLAIMER

Note:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

By signing this job description, I am stating that I am qualified and physically capable to accomplish the job I have been hired to perform.

Employee's Signature

Witness' Signature

Date

Date