

Church of the Ascension

Job Description Form

Job Title	Finance/Admin Officer (Full-time)
Reporting Officer	Vicar

General Description:

About the Role

The Finance & Admin Officer plays a vital role in supporting the mission and daily operations of the Church of the Ascension (COA). This position is primarily responsible for managing the church's financial operations to ensure effective functioning and compliance with all financial and regulatory requirements. The role also provides administrative support to the day-to-day operations of COA, working closely with church staff, committees, and stakeholders.

Key Accountabilities

Financial Responsibilities (80%)

1. Bookkeeping & Financial Reporting
 - o Record all receipts and payments accurately in QuickBooks
 - o Process payments and manage accounts payable
 - o Perform regular bank reconciliations
 - o Generate monthly and quarterly financial reports
2. Payroll & Budgeting
 - o Prepare monthly payroll
 - o Submit Form IR8A to IRAS annually
 - o Facilitate and prepare the annual budgeting process
 - o Monitor and track actual expenditure against approved budgets
3. Banking & Audit
 - o Liaise with banks on fixed deposit placements, change of signatories, and other banking matters
 - o Manage the annual external audit, including responding to audit queries and providing required documentation
4. Regulatory & Compliance Reporting
 - o Prepare and submit required DOS and regulatory reports, including:
 - DOS Quota Exemption Annual Report
 - Annual Financial Statements via the Charity Portal (MCCY)
 - o Review DOS finance and compliance policies to ensure COA's adherence
 - o Attend annual DOS Treasurers' Meetings and other meetings as required
 - o Handle ad-hoc data requests and submissions from DOS
5. General
 - o Perform any other duties as assigned by the Vicar

Administrative Duties (20%)

- Manage church communications, including emails, phone calls, and correspondence
- Maintain and organise church records, including member databases and meeting minutes
- Assist in the planning and coordination of church events and activities
- Provide administrative support to church staff and committees
- Perform any other duties as assigned by the Administrator

Requirements

- Minimum Diploma in Accounting or equivalent
- Prior experience in bookkeeping
- Meticulous with strong attention to detail
- Proactive, with the ability to plan, prioritise, and manage tasks independently
- Able to multi-task and deliver quality work within timelines
- Proficient in MS Office, especially Excel
- Good interpersonal skills and able to work with multiple stakeholders