Job Title: Finance Manager  
Organisation: Singapore Gymnastics  
Reports to: General Manager  
Date posted: 10 March 2017  
Posting Expires: 31 March 2017  
Location: Singapore  
Language: Fluency in spoken English & Mandarin

Applications Accepted By:  
FAX OR E-MAIL:  
Fax: +65 6258 4853  
Email: gm@singaporegymnastics.org.sg  
Subject Line: Finance Manager  
Attention: General Manager  
MAIL:  
Singapore Gymnastics  
3 Stadium Drive  
#01-33  
Singapore 397630

Job Description

The position reports to the General Manager (GM) and has direct communication with the Treasurer and Assistant Treasurer of the SG Management Committee (MC). The position has no direct reports. The position is responsible for governance, all aspects of financial management/operations, development of internal control policies and procedures to adhere to relevant statutes/regulations to safeguard the integrity of the operations of SG.

ROLE AND RESPONSIBILITIES

- Provide regular management reports to the GM, MC, Audit Committee to reflect the financial health of SG.
- Recommend Financial Policy/Delegation of Authority updates and maintain the finance related SOPs.
- Coordinate and direct the preparation of budgets and manage the monitoring of variances with relevant budget holders.
- Support the GM in executing the employment contracts for local and foreign staff including application/renewal of employment passes, etc., annual increments and performance bonuses in accordance with the Employment Act.
- Undertake the monthly payroll calculation/payments and all related staff reimbursements in the context of the HR Guidelines.
- Oversee the Internship Programme with the Polytechnics.
- Manage, record donations, grants and all other revenue of SG in accordance with funding agreements, Institution of Public Character (IPC) and Charity status of SG.
- Manage and undertake all aspects of finance operations – Accounts Receivable, Accounts Payable and Record to Report activities.
- Manage the Contract for Service providing data entry to the accounting package and source data for management reports.
• Liaise with Sport SG internal audit and appointed external auditor for annual statutory audits.
• Undertake all filing requirements to Registry of Societies (ROS), Charity Portal, IPC and IRAS.
• Assist GM with other duties as required.

REQUIREMENTS
• ACCA or equivalent accounting qualification with 3 years of relevant experience.
• IT savvy – excellent with excel and working with source accounting data to produce reports, use of word and other desktop software applications.
• Excellent interpersonal and communication skills (spoken and written) and a team worker.
• Ability to plan, organize and deliver good work reliably and with attention to detail.
• Self-starter, proactive thinker and perceptive individual who takes responsibility.
• Passionate about sports.

Application
Interested and qualified candidates, please submit the attached application form together with a resume and salary expectations (in Singapore Dollars) as per the contact details above.

CLOSING DATE: 31 March 2017