

JOB DESCRIPTION



About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd is the umbrella body for overseas humanitarian aid and disaster relief efforts of the Archdiocese of Singapore.

Our Purpose: As one Body in Christ, to inspire, unite and enable the Catholic Community in Singapore, to love and serve our neighbours in the region through humanitarian aid and disaster response.

Position: Executive – Finance, Admin & HR

We seek to hire an Executive responsible for managing the finance, administration, and human resource activities within CHARIS. This role will be reporting to the Executive Director of CHARIS, as well as indirectly to the CHARIS Board members chairing the Finance and Audit Committees.

Key Responsibilities:

1. To support the Executive Director (ED) in Admin, Finance & HR functions:
 - a) Assist the ED in finance related matters, coordinating with outsourced accounting vendor, bankers, as well as external and internal auditors.
 - b) Coordinate and manage donations collection, counting, as well as data capture of donation and donor information, including funds raised by CHARIS Member Organisations.
 - c) Manage banking related matters such as statement retrieval and reconciliations, depositing of funds raised, handling of bounced cheques and rejected GIROs, etc.
 - d) Manage human resource related matters, coordinating with outsource HR vendor and archdiocesan HR department where necessary.
 - e) Manage all administrative activities in the day-to-day operation of CHARIS – from office administration to procurement of office supplies and equipment to insurance matters.
 - f) Support the ED in regulatory matters such as regulatory reporting to the Commissioner of Charities and liaising with CHARIS corporate secretary for filings, etc.
2. Each secretariat in CHARIS is assigned to support one or more CHARIS Committees that oversee various programmes and functions of CHARIS. This role will be supporting the Finance and Audit Committees of CHARIS:
 - a) Assist the respective Committee Chairman in the planning and execution of regular and adhoc meetings, including logistics support and minuting.

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- b) Reviewing, updating and implementing policies and procedures related to areas within above roles and responsibilities where necessary.
- 3. As part of the CHARIS Secretariat team,
 - a) the candidate is expected to help in the organising and execution of all events and activities across functions and committees where necessary.
 - b) the candidate may also be assigned other tasks or roles as may be required in the course of operations of CHARIS.

Requirements:

- Degree in finance/accounting.
- Experience in human resource management will be a plus.
- Good communication and inter-personal skills.
- Passion and commitment to work in a charity organisation.

Contact Us

Please submit your CV, including last drawn salary and expected salary, to hr@charis-singapore.org.

Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below or our Facebook at:

- www.charis-singapore.org
- www.facebook.com/CHARISingapore