



160 Lorong 1
Toa Payoh
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www.mercyrelief.org

Job Title

Head, Corporate Admin & Finance

Reports To

Executive Director.

Job Overview

The provision of all financial services and administration of Mercy Relief. This will involve both financial and management accounting services.

Job Purpose

To ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision-making process of Mercy Relief and to ensure the organization comply with all statutory and external requirements and regulations.

As a senior officer in the organization, Head Corporate Admin & Finance will be a key player in creating and maintaining the performance of Mercy Relief's financial and administrative services.

Key Responsibilities

- Contribute to the strategic planning and financial management
- Take the lead on financial accounting and reporting
- Oversee investments and disbursements
- Undertake management reporting, 3-year planning, budgeting/forecasting, ad hoc analysis for organization
- Devise and maintain financial systems, procedures and internal controls
- Ensure legal and governance compliance in accordance to the Charity Act and Charity Code of Governance



Main Duties

- Plan and co-ordinate the annual audit and prepare Mercy Relief annual accounts
- Collate and co-ordinate annual budget
- Prepare monthly management accounts, quarterly financial reports
- Prepare monthly cashflow forecasts for the financial year
- Monitor cash on weekly basis and produce short term cash forecasts
- Prepare organisation secretarial filing as required
- Monitor and manage internal financial controls and administration of the organisation
- Prepared invoices, cheques and receipts
- Manage contracted services and Service Level Agreements
- Safeguard the organisation IPC status through a comprehensive knowledge of relevant law, guidance and best practice in relation to the Code of Governance
- Ensure compliance with administration and financial regulations in relation to charity, IPC and organisation law and regulations
- Liaise with external advisers – accountants, lawyers, and other advisers where appropriate
- Ensure that the organisation carries appropriate insurance cover to protect its assets & manpower, and for all aspects of its operational activities
- Analyse the financial climate and market trends to assist senior executives in creating strategic plans for the future
- Interpret complex financial information and provide updates and information as needed
- Monitor cash flow, accounts, and other financial transactions
- Supervise financial assistants and other employees in the facilitation of day-to-day operations, including tracking financial data, invoicing, payroll, etc.
- Seek out methods and practices to minimise financial risk
- Update and implement financial policies and procedures and maintain a policy manual for the finance department



- Report on a monthly basis to the EXCO and board of directors on the progress of organisation investment and effectively manage the organisation externally invested asset (Fixed deposits etc.)
- Prepare information for the Board meetings and committees as appropriate
- Present and produce Board reports and financial information timeously
- Provide strategic direction to the organisation long term financial planning
- Arrange internal audit visits as appropriate

Applications with your resumes to be sent to
HR@MERCYRELIEF.ORG

OR

The HR Manager
Mercy Relief Limited
160 Lorong 1 #01-1568
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Singapore 310160

CLOSING DATE : 21 DECEMBER 2019



**MERCY
RELIEF**