



St. Andrew's Autism Centre (SAAC) is an integrated centre for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs St. Andrew's Adult Home (Sengkang) [SAAH] which will receive its first residents in April 2019, and two Day Activity Centres (DACs) at different locations.

SAAH is Singapore's first residential facility designed and built to meet the needs of adults of autism.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students/ adult clients and residences; to provide behavioural support, life skills training, family support and public education.

SAAC seeks to enable people with autism to lead dignified and meaningful lives.

EXECUTIVE, FINANCE ST. ANDREW'S ADULT HOME (SENGKANG)

JOB DESCRIPTION

- Handle day to day financial transactions (e.g. AP, AR, GL, petty cash, staff reimbursement etc)
- Responsible for updating of AP and AR transactions using ACCPAC accounting system
- Ensure all finance transaction are in compliance to organisation's Finance policies
- Assist in Asset Management related matters and ensure assets are registered and disposed in accordance to Standard Operation Policy
- Ensure transactions and bank process are performed in accordance to Standard Operation Policy and Finance Policies
- Any other duties as may be assigned from time to time

JOB SPECIFICATIONS

- At least a Diploma in Accounting or ACCA Level Two or recognised accounting qualification with at least 2 years relevant working experience
- Experience with AccPac accounting system will be in an advantage
- Knowledge with Charity Act, Code of Governance for Charity and Singapore Charities Accounting Standard will be in an advantage
- Good Knowledge and experience in GST rules and regulations will be in an advantage
- Organized, meticulous and able to work independently
- Possess good interpersonal and communication skills
- Able to multi-task and work under tight deadlines

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: careers2@saac.org.sg

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.