



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

We operate a special school for children and youths diagnosed with autism from seven to 18 years old, and a Day Activity Centre (DAC) for the adults aged 19 years and beyond with moderate to severe autism.

In 2015, the Ministry of Social and Family Development appointed SAAC to co-develop and operate a home for adults with autism. Located at Compassvale Bow, St. Andrew's Adult Home (Sengkang) [SAAH (Sengkang)] will ready by end 2018. It will be Singapore's first residential facility designed and built to meet the needs of adults with 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 and SAAH seek to enable people with autism to lead dignified and meaningful lives.

Ref: SAAH_FIN201805

**FINANCE ASSISTANT MANAGER
ST. ANDREW'S ADULT HOME (SENGKANG)**

JOB DESCRIPTION

- Develop, review and update current financial SOPs of SAAH/ DAC periodically
- Budget forecast, budget tracking and monitoring budget variance
- Manage relevant government grants, funding (e.g. Community Silver Trust) and prepare necessary financial or statutory reports within the stipulated timeline
- Ensure proper accounts and review of financial statements
- Ensure timely submission of financial reports to Head Office
- Ensure compliance with statutory laws, audit and tax reporting in accordance to good governance of the organisation
- Comply with Singapore Financial Reporting Standards
- Responsible for implementation of internal control processes
- Responsible for both internal and external audits
- Develop and maintain effective working relationships with staffs, auditors, bankers and statutory organisations
- Identify areas for improving financial efficiency
- Any other duties as may be assigned from time to time

JOB SPECIFICATIONS

- Recognized degree or professional qualification in Accountancy or equivalent.
- Minimum 3 years relevant working experience in financial and management accounting background
- Familiar with Charity Act, Code of Governance for Charity and Singapore Charities Accounting Standard will be an advantage
- Experience in Navision/ ACCPAC will be an advantage
- Conversant in MS Office Applications



**ST. ANDREW'S
AUTISM CENTRE**

(A service of St. Andrew's Mission Hospital)

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- Meticulous and able to work with minimum supervision
- A team player with good communication and interpersonal skills

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.