



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.

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## **HUMAN RESOURCE EXECUTIVE ST. ANDREW'S AUTISM CENTRE**

### **JOB DESCRIPTION**

- Responsible for full spectrum of payroll function
- Process monthly payroll and maintain the HRIS System
- Monthly preparation and submission of CPF and liaison with CPF Board when required
- Yearly preparation & submission of IR8A
- Process tax clearance when necessary (IR21)
- Generate monthly headcount and payroll reports
- Administer monthly staff cost allocation
- Co-ordinate in timesheet compliance
- Compile statistics and generate monthly manpower and other HR reports
- Ensure that all payroll processes are in compliance with SAMH/SAAC's policies and procedures as well as audit requirement and MOM regulations
- Assist in audit check by the various auditors (internal & external)
- Process governmental claims e.g. childcare leave, maternity leave, NS reservist claim, etc.
- Preparation of claims related to MOE/MSF/CST, etc.
- Preparation and submission of statutory surveys and other ad-hoc surveys required by various stakeholders
- Assist in preparation of annual budget, annual increment, AWS/bonus payment, annual performance appraisal exercise, etc
- Responsible for work injury reporting, claim and renewal
- Responsible for other HR-related insurance claim and renewal



- Handle staff welfare, workplace safety and health
- Responsible for HR-related budget
- Cover other HR-related duties (e.g. recruitment, training & development) as and when necessary
- Assist HR Manager in ad-hoc HR-related projects and initiatives
- Any other tasks as assigned

## **JOB SPECIFICATIONS**

- Possess Diploma/Degree in HRM or equivalent
- 3 years of relevant experience. Payroll experience is a must.
- Good knowledge of MOM regulations and Employment Act
- Proficient in Timesoft System
- Proficient in MS Office
- Good communication and interpersonal skills
- Good in both verbal and written English
- Meticulous, organised and able to work under tight deadlines
- Capable to handle sensitive and confidential matters or situations
- Able to work independently with minimal supervision

## **WORKING HOURS**

- 8.30 am to 6.00 pm (Monday to Friday)

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: [careers@saac.org.sg](mailto:careers@saac.org.sg)

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