



## **ST. ANDREW'S AUTISM CENTRE**

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

St. Andrew's Autism Centre (SAAC) is a non-profit organisation 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 two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

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

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

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### **DATA PROCESSING AND FINANCE EXECUTIVE ST. ANDREW'S AUTISM CENTRE**

#### **Job Description**

- Manage day-to-day of processing operation of Student/Client Management System;
- Collate, compile and record accurate, valid and complete information on a timely basis, by working with different departments
- Verify, reconcile and perform any adjustment of billing information generated from the Student/Client Management System and imported into the finance system;
- Assist in finance function e.g. billing data, process invoices, posting of payment vouchers, data entry of AR/AP and any others

#### **Job Specifications**

- At least a Diploma in any discipline or Higher ITE qualification with at least 2 years relevant working experience in data processing
- Competence in Excel spreadsheet and database
- Organised, 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: [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.