



## **Job Description Administrative and Finance Manager ADB-DutchCham**

The position of Administrative and Finance Manager at ADB-DutchCham is part-time based. The purpose of the role is managing day to day accounting tasks, preparing the accounts as well as yearend statutory accounts. On top of that, you will, with the support of the Treasurer, be supporting on tax topics, regulatory reporting, annual audit, and management decisions. In addition, the role supports the Executive team with administrative support for meetings and events. The Administrative and Finance Manager is a part of the Executive Team and reports to the Executive Director of ADB-DutchCham.

### Primary Responsibilities

#### Accounting and Finance

- Process bank statements (incl. Paypal), supplier invoices and expense claims
- Manage payment process of suppliers, expense claims and payroll
- Main contact person for payroll with 3<sup>rd</sup> party supplier
- Invoicing of our members & sponsors and follow up on overdue invoices
- Keep general ledger up to date and process (manual) journals when required
- Keep balance sheet reconciliations up to date and prepare those for the annual audit
- Manage relationships and main contact person for external parties i.e., banks, CPF board, auditors, MOM, IRAS, Registry of Society, etc.
- Produces accurate financial reports for board meetings
- Updates databases (Xero, MemberPress, Mailchimp) for new members and contacts
- Maintain proper filing and archiving of documents
- Maintain process descriptions and work instructions
- Key user of Xero

#### Admin and IT

- CRM system management/ Membership database management
- IT (Microsoft Admin, systems, and data protection officer)
- Manage general email inbox
- Co-ordinate and assist with planning meetings (Board meetings, Council meetings, AGMs, etc.)
- Assist with maintaining and distributing schedules, calendars and agendas
- Manage post event administration
- Handling general office duties (purchase of office and pantry supplies, attend to guests, setting up of meeting room)
- Perform general duties to include but not limited to sorting, mailing, filing, and answering telephone calls and other administrative tasks
- Support with events and attendee lists

### Requirements:

Ideally a diploma in Accounting/ Finance or other related discipline

Minimum 4 years of relevant experience

Ideally experience with Xero or other similar systems

Advanced MS Office skills

Good communications skills, both verbal and written

Able to multi-task and meet deadlines

Self-motivated, independent and meticulous with attention for detail

Immediate availability will be an advantage

### About ADB-DutchCham

ADB-DutchCham's mission is to inform, connect, and inspire professionals and companies in Singapore with a shared interest in Dutch business. Our members have access to our strong, engaged and active community for both Corporates and Individuals to network and exchange knowledge with peers.