

**WE'RE
HIRING**

Admin & Finance Executive / Manager



are you
ready
to join us?

Administration

- Support Senior Pastor and church leaders through managing the administrative running and responsibilities of the church, including but not limited to
 - Providing administrative support to Senior Pastor and pastoral staff for their ministries
 - Controlling personnel administration & HR processes such as monthly salary, CPF contribution, leave system, staff records, IR8A, insurance and so on.
 - Submission of regulatory reporting requirements
 - Production of announcements, publicity and bulletins as required
 - Supporting the administrative requirements for the Sunday Service
 - Keeping church office well stocked with stationery
 - Managing and updating church members record as well as church administrative records
 - Leading in the managing and coordinating of church events, such as Annual Congregation Meeting

Finance

- Preparing the church monthly accounts and circulate reports to church leaders and staff
- Managing petty cash and payment vouchers

The role also includes any other duties that may be assigned by the Senior Pastor, pastoral staff or church leaders.

Interested applicants can send your resume to admin@livingpraise.org.sg