

## Job Description

### **Finance & Administrative Executive**

Role is to manage the finance related tasks for Volleyball Singapore, reporting to the General Manager on a day-to-day basis and working closely with the Board on all matters relating to financial and regulatory reporting, specifically the Treasurer and Assistant Treasurer.

#### **Job Responsibilities:**

- Responsible for accounting processes and tasks (ie. AP/AR processes, GL)
- Ensure timely closing of monthly management accounts
- Monitoring of monthly funds utilisation and updating of schedules
- Perform receipts and bank reconciliations
- Process payments and general claims
- Updating of monthly balance sheet schedules
- Ensure timely submission of reports to Sector Administrator
- Payroll and CPF submission
- Conduct annual stock take of Fixed Asset & inventories
- Assist with minutes taking for monthly Board meeting
- Liaising with internal and external auditors on all audit matters
- Any other duties as assigned

#### **Qualifications & Experience:**

- At least a Diploma in Accounting & Finance or equivalent
- Min 3 years' experience in Accounting & Finance
- Hands-on experience in using QB Accounting Software preferred
- Independent and meticulous
- Proficient in Microsoft Office
- Able to multi-task
- Outgoing and team player, passion in sports
- Effective bilingual in English and Mandarin to liaise with different stakeholders.

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### **Volleyball Singapore**

(Affiliated to Fédération Internationale de Volleyball and Asian Volleyball Confederation)

Volleyball Association of Singapore

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