

COUNCIL FOR WORLD MISSION

Accounts Executive

The Council for World Mission (CWM) is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally in their countries.

About this Role:

The Accounts Executive works closely with all staff of the Council. This role is based at the Council for World Mission (CWM) Headquarters, in Singapore.

Job Purpose:

To assist the Finance Department in daily Finance Administration and Operations.

Key Roles & Responsibilities:

- Assist with general accounting duties such as posting accounting/ journal entries, payment processing and banking of cash / cheques
- Paying local/ overseas vendors by scheduling bank transfers and ensuring payments are received
- Charge expenses to accounts and cost centres by analysing invoice/expense reports and recording entries
- Check and ensure accuracy and consistency of records
- Filing and housekeeping of finance documents
- In charge of month end closing for financial reporting purposes
- Handles funding requirements and ensure availability of funds in bank accounts to meet cash requirements
- Prepare monthly bank reconciliation

Required Skills and Experience:

- Commitment and personal alignment with CWM's values
- Tertiary level in Accounting /ACCA
- Working experience in charitable organizations will be an added advantage
- Detail-oriented
- Capable of working independently with minimal supervision
- Self-motivated with strong interpersonal and communication skills
- Ability to work well at all levels
- Ability to Multi-task

How to Apply:

Please email your detailed CV with current and expected salaries to hr@cwmission.org, or mail your details to the HR Manager at **Council For World Mission LTD**, 114 Lavender Street #12-01, CT Hub 2, Singapore 388729. Thank you!