

Accountant (Financial & Management)

Salary: SGD 3,500 – 4,200

Reports to: Head, Corporate Services

Work Arrangement: Hybrid

Organisation Type: Non-Profit

About Centre for Fathering (CFF)

Centre for Fathering (CFF) is a Singapore-based non-profit organisation founded in 2000. Our mission is to promote active and involved fathering, strengthen families, and address issues arising from fatherlessness. We inspire and equip men to be the fathers their children need.

CFF runs the national Dads for Life and Mums for Life movements and leads flagship initiatives such as Back to School With Dad, Celebrating Fathers, Eat With Your Family Day, Great Companies for Dads Awards, and Mum's Day Out.

Why Join Us

- Purpose-driven work that strengthens families
- Family-centric and values-based culture
- Hybrid work arrangement
- Opportunity to strengthen governance and improve finance systems

Position Summary

The Financial and Management Accountant safeguards the organisation's financial integrity by delivering timely management reporting, strengthening internal controls and compliance, and ensuring accurate costing and analysis of programmes and workshops. The role partners closely with programme teams and an outsourced accounting service provider that performs monthly book closures.

The role also contributes to finance digital transformation and process automation initiatives to improve efficiency, accuracy, and control.

Key Responsibilities

Management Reporting and Financial Analysis

- Coordinate with the outsourced accounting service provider on month-end activities
- Ensure timely submission of required monthly documentation
- Review bank reconciliations, accruals, prepayments, and fixed asset schedules
- Analyse monthly income and expenditure statements and balance sheets
- Review work performed by the Finance Executive
- Assist in annual budgeting and quarterly reforecasting
- Support the annual audit and respond to audit queries

- Develop dashboards and KPIs for management decision-making

Internal Controls and Compliance

- Design and strengthen internal control procedures across finance and programmes
- Create, update, and track required finance and workshop forms
- Conduct periodic compliance checks and spot audits
- Maintain finance SOPs, policies, and approval workflows

Workshop and Programme Financial Oversight

- Analyse workshop costs, reimbursements, attendance, and variances
- Review and validate workshop proposals, budgets, attendance, and completion reports
- Provide programme teams with performance summaries and improvement recommendations
- Identify gaps and work with teams to ensure KPIs are met

Digital Transformation and Process Automation

- Design and implement simple workflow and reporting automations
- Evaluate tools for accounting, document management, and approvals
- Support testing, rollout, and adoption of digital solutions
- Improve data accuracy, audit trails, and documentation discipline
- Recommend enhancements to reduce manual effort and strengthen controls

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or equivalent
- Minimum three years of relevant accounting experience
- Experience working with outsourced accounting providers preferred
- Strong knowledge of internal controls and documentation requirements
- Proficiency in Microsoft Excel and PowerPoint

Skills and Competencies

- Strong analytical and problem-solving skills
- High attention to detail and accuracy
- Strong organisational and time management skills
- Integrity, accountability, and financial stewardship
- Clear communication and teamwork
- Comfort with process automation and workflow improvement