

### **About Centre for Fathering:**

Centre for Fathering (CFF) is a non-profit organization founded in 2000 to promote active and involved Fathering and address issues caused by fatherlessness in Singapore. The organization aims to turn the hearts of fathers and children towards each other by inspiring fathers to be better role models and strengthen families. We equip men to be the fathers their children need.

CFF runs the Dads for Life and Mums for Life movements and the National Initiatives includes, but not limited to: Back To School With Dad, Celebrating Fathers, Eat with your Family Day, Great Companies for Dads Awards and Mum's Day Out.

<https://fathers.com.sg/visionmission/>

### **What we offer you:**

- Opportunity to work in a family-centric cultured environment
- Hybrid work model arrangement

### **Position & Reports To**

Finance & Admin Executive, reports to Head, Corporate Services

### **Job Overview**

Reporting to the Head, Corporate Services, this position will support to achieve compliance and smooth running of internal processes to ensure the integrity and implementation of accounting, internal control systems. Playing a crucial role in managing financial transactions, overseeing administrative tasks. In addition, this position also supports ensuring events organized and programs conducted are accurately recorded for timely KPI reporting.

### **Responsibilities and Duties**

#### 1) Financial Management

- Perform daily accounting entries, vendor invoice payment and staff claim processing
- Prepare timely and accurate monthly and year-end closing, financial statements, and management reports
- Manage AR and AP function
- Maintain fixed asset register and depreciation
- Maintain accounting controls and recommend policies and procedures to enhance process efficiencies
- Perform admin and HR related duties

## 2) Support Corporate Administration

- Performing a variety of administrative and clerical tasks to support CFF Events and Programs such as:
  - Prepare volunteer honorarium reports
  - Keep track of engagement KPIs database
  - Monitor the stock of CFF collaterals and manage the distribution whenever required
  - Take and prepare team meeting minutes, where appropriate.
- Any other duties as required time to time in support of the organization

### **Qualifications and experiences**

- Diploma or Degree holder in Accounting/Finance or equivalent.
- Experience with accounting, payroll, and HR management systems
- Good administrative skills with positive attitude.
- High attention to detail and consistent commitment to accuracy
- Familiarity with Microsoft Office tools such as Word, Excel, PowerPoint and Teams
- Willingness to learn new skills and systems and collaborate in other areas as needed
- Team-player and able to work in a timely professional manner in a family-centric work environment.