Vacancy at Asia-Europe Foundation (ASEF)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Finance Manager</th>
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<tr>
<td>Department</td>
<td>Finance &amp; Administration</td>
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<tr>
<td>Location</td>
<td>Singapore</td>
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<td>Type of position</td>
<td>2 Year Contract (renewable)</td>
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<td>Expected Start Date</td>
<td>Immediate or March 2021</td>
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<td>Application Deadline</td>
<td>28 February 2021</td>
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About ASEF Finance & Administration

The Finance and Administration Department support ASEF’s work through the stewardship of financial, information technology and administrative services.

Our Goals:

- To promote sound financial management;
- To deliver quality reports and information to internal and external stakeholders on a timely basis;
- To ensure that our work processes and policies adhere to strict compliance standards and requirements

About the Position

The incumbent’s work will be under the supervision of the Director, Finance & Administration.

This appointment is on a 2-year contract basis with an initial 3-month probation period.

**KEY RESPONSIBILITIES**

- Monitor and manage annual budget including expense analysis by project;
- Ensure timely close of monthly general ledger, generation of monthly reports such as P/L and project expenditure reports;
- Institute policies and procedures to maintain a strong internal control environment;
- Oversee payment process including verification of payments;
- Drive implementation of automation of finance and accounting applications;
- Assist the Director, Finance & Administration in the preparation of reports for Board meetings;
- Assist other duties as assigned by the Director, Finance & Administration
QUALIFICATIONS & EXPERIENCE

- University graduate or professional qualifications in Accounting or Finance
- Preferably with CPA qualifications
- Minimum 6 years relevant work experience with at least 3 years in a supervisory capacity
- Previous working experience in an international or not-for-profit organisation will be an added advantage
- Some experience in project accounting

KEY COMPETENCIES

- Excellent organisational and interpersonal skills
- Ability to work independently and multi-task
- Possess excellent presentation, organisational and communication skills
- Proficient in Microsoft Office (MS Excel and MS Powerpoint) and familiarity with accounting software (specific knowledge of accounting software will be an added advantage)
- Exposure to working in a multicultural environment will be an added advantage

CITIZENSHIP

- Candidates must be citizens and passport holders of ASEM countries.

Remuneration

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits, various paid leaves and an annual wage supplement equivalent to a month’s salary.

How to Apply

To apply for this position, please submit the following documents:

- Cover letter detailing the qualities/contributions that you would bring to ASEF
- Curriculum vitae with your contact details, highlighting work experiences and studies related to the above job requirements
- Copy of your passport(s)
- Contact details of 2 referees who can comment about your recent work in a professional capacity; please mention the capacity in which you know them.

Please email your application with the subject “F&A FM/2021 – your full name” to hr@asef.org by Sunday, 28 February 2021.

As we receive a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via e-mail.

ASEF is an employer who does not discriminate against any job applicant or employee based on gender, sexual orientation, disability, age, colour, ethnicity/race, national origin (ancestry), religion (creed), marital status or pregnancy.

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1 For a full list of ASEM countries, please refer to this weblink: ASEM InfoBoard.