

**RSVP Singapore The Organisation of Senior Volunteers**

RSVP Singapore The Organisation of Senior Volunteers is an Institution of Public Character and the National Centre of Excellence for Senior Volunteerism under the patronage of President Halimah Yacob. The organisation started in 1998 and was launched by then-Prime Minister Mr Goh Chok Tong. RSVP Singapore is a registered society under the Societies Act and a member of the National Council of Social Service (NCSS).

Since its inception, RSVP Singapore has been actively engaging seniors in purpose-driven volunteerism. With 2,500 volunteers, RSVP Singapore serves more than 200,000 beneficiaries each year including the mentally disadvantaged, at-risk children from low income families, and socially isolated seniors through its community service programmes.

Our Core Values : Building Relationships , Innovation, Integrity, Service to Others

Mission : To develop senior volunteers and provide meaningful opportunities to serve the needs of the community.

Vision: To make every senior a volunteer.

Website: <https://rsvp.org.sg/>

<b>Job Title</b>	<b>Corporate Services – Finance Manager</b>
<b>Job Purpose</b>	<p>To manage and support the Finance function in accounting and financial operations. Candidate must be familiar with preparations of full set of company’s accounts ready for external auditing.</p> <p>This role will manage and support core finance and accounting activities and help create capacity in the finance function to review and implement process and control improvement.</p>
<b>Key Responsibilities and Duties</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>• Work closely with Executive Director/ Head, Operations to manage and support the Finance function in all aspects of the finance and accounting functions - Balance Sheet, P&amp;L, ensuring accuracy and correct accounting treatment</li> <li>• Support in the preparation of financial reporting, management analysis, budgeting forecasts, and cash flow management</li> <li>• Produce monthly closing report including P&amp;L, balance sheet, variance analysis</li> <li>• Co-ordinate the review and approval of annual budget for Board approval.</li> <li>• Documentation of financial transactions including grants, donations, investments and subsidies,</li> <li>• Manage annual audit process with external auditors.</li> <li>• Manage banks and outsource vendor relationship and Service Level agreement.</li> </ul> <p><b>Process Support</b></p> <ul style="list-style-type: none"> <li>• You will be hands-on with monthly reconciliation and ensuring compliance to corporate and statutory requirements.</li> <li>• You will help to drive process improvements to achieve operational efficiency and excellence.</li> </ul>

	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Provide support to the organisation and assist at RSVP Singapore events when needed.</li> </ul>
<p><b>Requirements</b></p>	<p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• Meticulous, analytical and organised individual with initiative</li> <li>• Demonstrate good verbal and written communication skills</li> <li>• Have a good learning attitude and aptitude and enjoy working in a fast-paced environment.</li> <li>• Experienced in full sets of accounts (including consolidation)</li> <li>• Experience with cloud accounting software systems an advantage</li> <li>• Experience working in the social service/ non-profit sector is preferred, though not compulsory.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Diploma or Degree in Accounting or Finance or equivalent professional qualifications</li> <li>• Relevant experiences in accounting and finance</li> <li>• Related experience in the non-profit sector an advantage</li> <li>• Working knowledge of Xero Accounting Software an advantage</li> <li>• Proficient in Microsoft Office skills</li> </ul>
<p><b>To apply</b></p>	<p>Join our RSVP family in making a difference in our community.</p> <p>You can email your resume to us at <a href="mailto:corporateservices@rsvp.org.sg">corporateservices@rsvp.org.sg</a> and attention to the Head of Operations &amp; Corporate Services.</p> <p>(Note that only shortlisted candidates will be notified)</p>