

AIDHA

Aidha is an award winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to foreign domestic workers and lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM (now UN Women), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 4,000 women and their families and communities. In April 2015, we achieved the much-coveted IPC (Institution of Public Character) status.

Aidha provides training in money management, computer, leadership and entrepreneurship skills. We conduct classes on Sundays (when most foreign domestic workers have their day off) at our campus at United World College in Dover. On any one Sunday, there are between 200-250 students attending classes and about 35 - 50 volunteers conducting these classes.

Aidha is a small but successful organisation, now in an exciting stage of growth and scaling up of its operations.

POSITION: FINANCE & ADMIN MANAGER (FAM)

Have you ever wondered what it would be like to work in a non-profit organization and what goes on behind the scenes? The role of Finance & Admin Manager is one that contributes to the smooth running of daily operations.

Reporting to the Chief Executive Officer, the Finance & Admin Manager is responsible for all issues related to financial management, governance and compliance and ensuring the smooth running of day-to-day operations. The position is full-time. The FAM is expected to spend at least one Sunday a month on campus. (Note: time off-in-lieu will be provided for work on Sundays.)

RESPONSIBILITIES:

Financial Management

- Preparation of budget and forecasts (revenue and cash)
- Preparation/monitoring of weekly dashboard
- Preparation of the monthly closing (for the external accountant)
- Preparation of Year End profit & loss statement and balance sheet and related details to provide to the auditors
- Manage annual audit and any ad hoc audit
- Be the liaison for all outside vendors
- Monitor finances (overall and departmental)
- Liaise with corporate bank
- Oversee petty cash
- Manage staff payroll and related tax issues (form IR8A)
- Prepare reports to donors for the grants received
- Ensure compliance with IPC regulations, prepare tax deductible receipts, liaise with the donors to obtain the relevant information, liaise with IRAS for the yearly submission of the relevant donations

- Investigate on possible governmental grants and/ or other potential savings
- Update and manage the charity portal

Risk Management

- Manage legal issues, third-party agreements and partnerships
- Manage and oversee issues around Copyright, Personal Data Protection Act
- Oversee organisational insurance processes
- Ensure compliance with relevant governance and best practice regulations

Office Administration

- Liaise with the company secretary
- Attend board meetings and prepare minutes and any relevant documentation
- Assist with preparation of the annual report
- Manage and track the physical assets of the organization
- Ensure that phones are answered promptly and queries directed appropriately
- Ensure the general maintenance of the office i.e. stationery, water, cleaning etc
- Develop and update policies and procedures when required
- Undertake any other duties assigned by the CEO

ARE YOU OUR IDEAL FINANCE & ADMIN MANAGER?

Our ideal FAM is someone who works magic with numbers and financial forecasts, ensures the smooth running of office operations and is highly organized as well as a great people person. S/he must be able to deal with all matters related to governance and compliance and work with different internal and external stakeholders from across nationalities and industries. If you enjoy adopting a collaborative approach and creating a happy, positive work environment, then we want you on our team!

In return, what you can expect from your time with us at Aidha is...

- a deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- the opportunity to play a key role in helping to shape and influence the growth of this young successful organisation as it continues on its upward track
- unmatched opportunities for personal growth and to learn and develop new skills and experience
- never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume, stating current and expected salary to careers@aidha.org.

We regret that only shortlisted candidates will be notified.