



Job Description

Manager: Finance and Governance (Part-time)

The Asia Philanthropy Circle (APC) is a dynamic not-for-profit organisation that is pushing for systems change and innovation in social interventions through strategic and collaborative philanthropy. Many of our members across Asia are leaders in the impact sector and our vision is to foster a better Asia through philanthropy.

We are looking for a Finance Manager that will be a member of the core team, and support our programmes and activities across all functions. This person will be critical part of our backbone, managing our financial oversight, reporting and processes with regards to grants and fund disbursements, on top of daily functions.

APC is a small team with international programmes, activities and funding. The candidate will need to manage external vendors like accountant, auditors for this role, and should also be comfortable with dealing with international partners.

This will be a part-time role, with expected work requirement for 1-2 days a week only (TBC with discussion and agreement with selected candidate). The candidate could be flexible in her working hours, but with the understanding that more time needs to be put in during auditing period or other deadlines. The candidate may enjoy a flexible working arrangement but will have to come to office when required for meetings.

This is a role suitable for people who are experienced with financial accounting and management, and looking for a flexible part-time role in an impact organisation.

Requirements are:

- More than 5 years of experience in accounting, or organisational finance role.
- Well-versed with Quickbooks software, Microsoft Excel.
- Experienced in producing organisational budgets, managing accounting processes and financial accountability.
- Excellent at working in small teams, fast-paced environment, and highly meticulous, reliable and independent worker.
- High-level of personal integrity with track record as team player.
- Strong alignment with the mission and vision of APC.

Job Scope:

Candidate will be working with the full team on the following:

- Support the forecasting and budgeting process and accurate reporting of actuals against budget
- Management and oversight of APC's outsourced bookkeepers, including accurate execution in accordance with accounting policies

- Prepare monthly management reports, quarterly board reports, and annual financial reports
- Management and oversight of finance process and financial agreements for grants and fund disbursements
- Management and oversight of annual audit
- Maintain compliance with APC's financial policies and procedures
- Oversee finance operations and liquidity management
- Support our grants reporting, and manage all reporting to regulators, including Commissioner of Charities.

Interested candidates should write in with your CV and areas of interest to natalie@asiaphilanthropycircle.org