



Job Description for Head of Administration

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 work with top philanthropists and impact organisations that are leading innovation and change globally., and we are looking for someone who is interested in the sector and passionate about our work to join us.

We are looking for a self-initiated and resourceful individual to join our team, who will be responsible for organizing and supporting APC's core functions, and will be a critical member of the team. The Head of Admin will be the backbone to ensure the smooth running of the day to day operations. This covers support relating to human resources, payroll, payments, vendor management, and event coordination.

The role is suited for someone who would like to develop their skillsets and build up the understanding on the full running of a charity organisation, and thrives in working with a nimble and lean team. This is a role that could provide a great foundation towards a position leading operations in a bigger charity.

Governance & Coordination

- Secretarial support of senior leadership including diary management
- Coordinate board meetings and manage archiving of governance reports and other internal reports
- Business travel management

Operations Management

- Office management, including basic vendor management
- Responsible for HR and payroll, including:
 - Maintaining staff contracts and records
 - Manage staff on-boarding and exit
 - Support salary payments, payslips, IR8A, manage work visas
- Oversees finance processes and ensures compliance with policies and regulations
- Standardising and documenting processes
- Government roles like PDPA officer, SG Secure Representative, Safe Management Officer, and in charge of government portal updates and administration

Membership support

- Maintain and ensure integrity of all member records, i.e. Salesforce. This includes active liaising with senior APC members and their support staff.
- Support membership services and activities, include organisation of annual members' summit and other big events.
- Interfacing with senior APC members and other established philanthropists

Essential skills/experience

- Familiarity with MS Office (Excel, Word), Zoom and G-suite
- Minimum 5 years of work experience, preferably in similar administrative, operational, business support functions
- Understanding of accounting, HR processes in Singapore
- In lieu of some of the experience above, we also welcome people who have experience in customer service roles at companies with a reputation for service excellence, and are keen to learn new skills
- Good written and spoken English in order to interact and communicate with senior personnel
- Able to and enjoy working in a small organisation, demonstrate adaptability and able to multi-task
- Must be meticulous and resourceful

Desirable skills/experience

- Able to start work immediately
- Experience with software like Quickbooks, Salesforce, Wordpress
- Some accounting knowledge preferred

Reporting

- The Head of Admin will work closely with the entire team, including the CEO; and will report to the COO.
- S/he is strongly regarded as the backbone of the team/organisation in ensuring that all processes, systems and structure are kept in place and conformed to. Thus, the candidate should enjoy working in a small, close-knit and supportive environment.
- Where applicable, s/he will be working with the Deputy Director to ensure that members are expedient in payment and to execute membership engagement.

KPIs/Goals/Milestones

- The Head of Admin's goal is to ensure that all operations, activities and services provided by APC is smooth-running. In this aspect, s/he is the hands and legs making sure that the details are attended to, and nothing is overlooked with regards to on-the-ground logistics, coordination between vendors, service providers, and other partners. This also includes follow-up with members on logistics and administrative issues.

Eligibility

Due to current employment regulations, we will only consider Singaporeans and Singapore PRs.

Interested parties should contact hr@asiaphilanthropycircle.org