**Job Description**

Senior/Finance Manager

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 Senior/Finance Manager that will be a member of the core team, and support our programmes and activities across all functions. This person will be a 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 also incubating a sister organisation called the Asia Community Foundation, which will be a platform for Singapore donors to give effectively across Asia. This role will require the candidate to split their time between the two organisations, which will share some backend services.

The candidate will also be in charge of setting up the finance systems for Asia Community Foundation.

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

This is a role suitable for people who are meticulous, enjoy making sense of numbers and getting everything organised, whilst contributing towards an impact organisation. We prefer a candidate who would like to grow with the organisation and believes in the impact that we are creating together for

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

Prepare and disseminate accurate and timely reports including: monthly financial statements, monthly reconciliations (more regular for ACF), quarterly forecasts, quarterly board reports, and annual financial reports.

* Management and oversight of finance processes, including producing invoices, receipts and reconciling them against the books, managing our bookkeeping outsourced partner, and ensuring disbursements and payables are monitored and reported in a timely and accurate manner.
* Set up ACF’s finance systems, using a third-party back end system, to allow for the efficient setting up of Donor Advised Funds, the effective tracking of funds flows into and out of each individual Fund, and regular reporting and analysis.
* Facilitate transactions among ACF’s Donor Advised Funds; communicate closely with the Donor Relations team to report to donors on fund activity.
* Provide timely and accurate responses to team mates on any accounting, payments and budget queries.
* Management and oversight of annual audits of APC and ACF
* Ensure organisational compliance with APC's and ACF’s financial policies and procedures, and ensuring that deadlines are met.
* Update our organisational policies to ensure accuracy and consistency
* Oversee finance operations and liquidity/cash flow management
* Manage our board meetings and materials are in order, arrange for AGMs, annual filings and coordinate with the corporate secretary.
* Support our grants reporting, and manage all financial reporting to regulators, including Commissioner of Charities.

Requirements are:

* Minimum 5 years of experience in accounting, or organisational finance role.
* Possess at least a Diploma in Accounting, preferably a university degree.
* Well-versed with Quickbooks software (or other bookkeeping software), Microsoft Excel.
* Experienced in book-keeping, budget forecasting and monitoring, 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.
* Good interpersonal and communications skills.
* Enjoys working in a fast-paced environment.
* Strong alignment with the mission and vision of APC.
* Ensure organisational compliance with APC's and ACF’s financial policies and procedures, and ensuring that deadlines are met.
* Update our organisational policies to ensure accuracy and consistency
* Oversee finance operations and liquidity/cash flow management
* Manage our board meetings and materials are in order, arrange for AGMs, annual filings and coordinate with the corporate secretary.
* Support our grants reporting, and manage all financial reporting to regulators, including Commissioner of Charities.
* our society.

Salary will commensurate with experience and capabilities.

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