

## **AIDHA**

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to migrant domestic workers and other lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM Singapore (which became UN Women Singapore and subsequently United Women Singapore), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 6,000 women and their families and communities. We attained IPC (Institution of Public Character) status in 2015 and have retained it ever since.

Aidha provides training in money management, computer skills, leadership, entrepreneurship and English. We conduct most of our classes on Sundays when most migrant domestic workers have their day off. Until the pandemic took hold in early 2020, we held in-person classes at our campus at United World College in Dover. At that time, Aidha typically had 400-500 students attending classes and a pool of 150-200 active volunteers conducting the classes. After going online through the pandemic, Aidha is now back to in-person classes since early 2023 and a key focus for Aidha will be to ramp up our enrolments. Our classes take place at our new main campus located at Rochester Commons near Buona Vista, as well as at our satellite campus at the FAST Hub near Eunos.

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

### **POSITION: FINANCE & ADMIN MANAGER (FAM) (Flexi work arrangement)**

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, risk management, data privacy, grant applications and reporting, and ensuring the smooth running of day-to-day operations. The position is full-time with flexible work arrangements.

### **Roles and Responsibilities**

#### **Financial Management**

- Responsible for full spectrum accounting. Perform month end closing activities including review of Balance Sheet Schedule, Profit & Loss Statement, and Cash Forecasting and Management
- Manages routine Finance operations to ensure efficient processing and timely disbursements of payments
- Manage staff payroll and submission of annual employee income to IRAS (form IR8A)
- Ensure proper record keeping and financial accounting to meet timely submission of all internal and external financial and statutory reporting requirements
- Responsible for year-end external audit and any ad-hoc audit required
- Responsible for annual financial submission and upkeeping organisational matters via Charities portal

- Prepares annual budget and forecast
- Produces financial reports to the Audit Committee and the Board and functions as a business partner to Senior Management
- Liaise with the company secretary
- Attend board meetings and take minutes
- Prepares reports for government grant and funding purposes
- Liaise with external auditors, bankers, government agencies and vendors
- Collaborates with stakeholders to optimize finance processes and implement solutions to drive efficiencies and advocate best practices
- Ensures good internal controls are in place and in compliance with the corporate policies, accounting standards and statutory requirements
- Reviews and updates financial processes and policies to ensure compliance and controls

### **Risk Management**

- Regular assessment of Aidha's overall risk health, implement controls and to mitigate risks
- Manage legal issues, third-party agreements and partnerships
- Oversee organisational insurance processes
- Ensure compliance with relevant governance and best practice regulations

### **Data Privacy**

- Be the Data Protection Officer for Aidha (training will be provided)
- Be familiar with the obligations with respect to Personal Data Protection Act (PDPA)
- Manage processes so as to be in compliance with PDPA requirements

### **Donation and Grant management**

- Monthly donation income accounting
- 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
- Support CEO in grant application and grant reporting
- Ensure proper scheduling to ensure timeliness of grant reporting
- Maintain good relationship with supporters
- Investigate on possible governmental grants and/ or other potential savings

### **Office Administration**

- Liaise with the company secretary
- Attend board meetings and prepare minutes and any relevant documentation
- Oversight of physical assets of the organization and maintain up to date inventory list
- Ensure the general maintenance of the office i.e. stationery, water, cleaning, pantry supplies, etc

- **Others**

- Partake in the the implementation of procedural, policy, and system changes to support business expansion, compliance, and scalability
- Undertake any other duties assigned by the CEO

### **ARE YOU OUR FINANCE & ADMIN MANAGER?**

Our ideal Finance & Admin Manager has at least 8 years of relevant financial reporting experience as well as is analytical with good problem-solving skills.

She/he must have a passion for working and interacting with people from diverse cultures and backgrounds and possess strong organisational skills and excellent written and verbal communication skills in English. She/he must be able to work well independently and as part of the team. She/he must have a strong understanding of Singapore's Accounting Standards, Charities Act and is a meticulous individual. Experience in Salesforce, Quickbooks and HReasily would be a plus! 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
- Flexible work arrangements
- 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](mailto:careers@aidha.org). We regret that only shortlisted candidates will be notified.