

JOB POSTING

DATE: 13 Feb 2019

ROLE & DEPARTMENT

Manager/Senior Manager in the Finance, Administration & Human Resources (“**F&A**”) Team

Reporting to the General Manager (“**GM**”)

INTRODUCTION

BCF’s Mission

To Eradicate Breast Cancer as a Life-threatening Disease.

BCF’s Vision

- To be the charity organisation that firmly advocates early detection to save lives and breasts of women in Singapore.
- To see a decline in breast cancer mortality by encouraging women to empower themselves to go for regular screening.
- To be the catalyst of change for society’s perception of breast cancer by educating young and old, irrespective of gender, ethnicity and social background.
- To be acknowledged for dedicated care and love for the community through its support services for breast cancer patients and families.
- To be recognised as a pillar of support for families, caregivers, employers and healthcare professionals who influence the lives of women with breast cancer.
- To provide support to men whose lives are impacted by their female loved ones afflicted with breast cancer.
- To inspire corporations, institutions, individuals, organisations and the community at large to extend their support for our cause by volunteering their time and resources.

MORE ABOUT THE ROLE

The Manager/Senior Manager of F&A leads the F&A Team to administer the financial operations, office administration and human resource administration of Breast Cancer Foundation (“**BCF**”), in support of BCF’s two other teams: Awareness Communications & Education; and Survivors & Volunteers.

The F&A Team typically has between 2 to 3 permanent staff.

Core Responsibilities of Manager/Senior Manager, F&A

- **Finance & Accounting**
 - Smooth running of the finance department, including book-keeping, financial administration and procurement functions
 - Maintenance of full and accurate set of accounts, preparation of management, statutory and other reports as required by the Executive Committee (“**Exco**”) and Subcommittees, or pursuant to applicable regulations

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- Ensure that accounts and financial reports are in compliance with applicable accounting standards and guidelines, and internal standards and operating procedures
- Maintenance of all financial records
- Ensure that material assets of BCF are accounted for and properly safeguarded

- **Working Capital and Cash-Flow Management**
 - Proper management of receivables, payables and inventories
 - Proper recording of donations, grants and sponsorships
 - Monitoring cash-flow and ensuring adequate cash for current operations and expenses
 - Administration of BCF's investments with guidance / instructions from the Investment Subcommittee and monitoring / reporting compliance with BCF's investment guidelines

- **Planning, Budgeting & Forecasting**
 - Assisting the GM in the formulation of BCF's Annual Operating Budgets / Plans and Strategic Plans
 - Preparation of P&L, Balance Sheet and Cash-Flow forecasts and estimates, and updating the same with the latest information / developments
 - Presenting such plans, budgets, forecasts and estimates to the Exco and relevant subcommittees for approval
 - Reconciling significant variances vs budgets or plans, comparing vs previous years, and highlighting significant variances and critical issues to the Treasurer, Audit Subcommittee and Exco

- **Corporate Governance**
 - Ensuring compliance with the Charities Act, Charities (IPC) Regulations, Societies Act, Code of Governance for Charities & IPCs, Charities Transparency Framework and any other applicable laws, regulations, notices or guidelines
 - Timely compliance with all filing and reporting obligations under applicable laws and regulations, including filing of its Annual Returns and Governance Evaluation Checklist
 - Ensuring that BCF's programmes and activities are in compliance with all applicable laws and regulations, including ensuring the validity of all applicable licenses and permits.
 - Dealing and communicating effectively with governmental and other authorities, statutory bodies and sector administrators
 - Administer BCF's Grievance and Whistleblowing Policies
 - Administer BCF's Conflict of Interests Policies
 - Administer BCF's Risk Governance Framework, including monitoring and periodic reporting of catalogued risks and action items
 - Preparation of Minutes for Exco Meetings; Audit Subcommittee Meetings and HR Subcommittee Meetings
 - Administration of the Annual General Meeting, including preparing Minutes of Meeting, sending out the Notice of AGM and accounting for Quorum.

- **Internal Controls**
 - Drive a strong internal control culture within BCF
 - Ensure compliance with internal control processes, via close monitoring, random checks, and periodic review of policies and processes with a view to improving BCF's internal control policies and procedures

- Reporting to the Audit Committee and liaising with BCF's external auditors and other parties conducting any examinations, investigations and similar processes, in a prompt, transparent and professional manner
- **Office Administration**
Supervise the F&A Team with respect to:
 - Monitoring and ensuring general cleanliness, safety and operability of BCF's premises for the purposes of enabling staff to efficiently perform their duties and ensuring a safe and suitable environment for members and volunteers to participate in activities on-site
 - Managing the office pantry, stationary and supplies, and ensuring the proper functioning of office infrastructure including computers, network and digital storage spaces
 - Managing the storage spaces (including the safe), cabinets and shelves within BCF's premises
 - Monitoring security and access controls to the office
 - Ensuring adequate insurance coverage (i.e. all-risks insurance) in respect of BCF's premises
 - Assisting the GM and Exco in liaising with the Landlord or Head Lessor on lease-related matters
 - Liaising with contractors and other service providers in relation to work to be undertaking on BCF's premises
- **Human Resource Administration**
Supervise the F&A Team with respect to:
 - Administering the HR Policies of BCF, including providing administrative support to the HR Subcommittee, GM and other Heads of Departments with respect to hiring, staff appraisals and other human resource matters
 - Performing background checks on prospective employees, collecting annual declarations from staff and maintaining all staff records
 - Administering the staff leave system, overtime and off-in-lieu policies, and assisting the GM to monitor staff leave utilization, punctuality and other performance indicators
 - Administering staff benefits
 - Assisting the HR Subcommittee to periodically review staff benefits, including medical insurance coverage
 - Assisting the HR Subcommittee with periodic staff surveys, salary benchmarking exercises and other HR initiatives
 - Assisting the GM to plan and organize staff functions or events (including lunches to celebrate festivities and farewell lunches), retreats and off-sites, which may from time to time include Exco, Subcommittee members and/or other volunteers or members
 - Administering payroll for staff
 - Onboarding of new staff
- **Counterparty Monitoring**
Supervise the F&A Team with respect to:
 - Maintaining a register of all contracts, agreements and MOUs entered into by BCF, and monitoring all obligations owed by BCF or owing to BCF
- **Fundraising Monitoring**
Supervise the F&A Team with respect to:
 - Administering cash collection processes (e.g. cash-over-counter; donation boxes; pledge bags and street collections), including ensuring that BCF's KYC and AML processes are complied with (where applicable)

- Ensuring donor information confidentiality and ensuring compliance with all donor requests with respect to specific use of funds (to the extent approved by the GM and Exco)
 - Monitoring and following up on donation pledges or commitments, and collections from fundraising activities (including by way of maintaining a catalogue of fundraising MOUs)
 - Monitoring compliance with Collection of donor information Maintaining a register of all contracts, agreements and MOUs entered into by BCF, and monitoring all obligations owed by BCF or owing to BCF, including monitoring and following up on donation pledges or commitments, and collections from fundraising activities
- **General Matters**
 - Support the GM and colleagues, when called upon, to ensure success of BCF's events and activities
 - Perform any other duties tasked by the GM for the benefit of BCF, provided it is not in conflict with internal control procedures and SOPs of BCF

CREDENTIALS

The ideal candidate for the role of Senior Manager of the ACE Team would possess the following experience and attributes:

Qualifications

- Degree in Accountancy or equivalent

Experience

- A minimum of 8 years' working experience with 2-4 years spent in a leadership / team management capacity. Prior experience in a Voluntary Welfare Organization would be a definite advantage.
- Experience and expertise as an accountant, human resource manager and office administrator
- Competent in excel and other financial software tools.
- Good command of spoken and written English.
- Knowledge of the Charities Act, Accounting Standards, and related legislation, regulations and standards

Leadership Attributes

- Ability to think strategically and creatively.
- Ability to influence and motivate staff.
- Leadership style that is inclusive, respectful and involved.
- Ability to interact and work with people at all levels.
- Meticulous, adaptable and able to multi-task.

If you are interested please send your detailed resume to hr@bcf.org.sg