

COUNCIL FOR WORLD MISSION

Accounts Executive

The Council for World Mission (CWM) is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally in their countries.

For more information, visit our website at www.cwmission.org or follow us on Facebook or Twitter.

About this Role:

The Accounts Executive works closely with all staff of the Council. This role is based at the Council for World Mission (CWM) office in London, UK.

Job Purpose:

To assist the Finance Department in daily Finance Administration and Operations.

Required Skills and Experience:

- Commitment and personal alignment with CWM's values
- Tertiary level in Accounting /ACCA
- Working experience in charitable organizations will be an added advantage
- Detail-oriented
- Capable of working independently with minimal supervision
- Self-motivated with strong interpersonal and communication skills
- Ability to work well at all levels
- Ability to Multi-task

How to Apply:

Please email your detailed CV with current and expected salaries to hr@cwmission.org, or mail your details to the HR Manager at **Council For World Mission LTD**, 114 Lavender Street #12-01, CT Hub 2, Singapore 388729. Thank you!

The closing date for receiving applications for this role is 31 May 2023.

Council for World Mission LTD

114 Lavender Street, #12-01 CT Hub 2, Singapore 388729

Tel: +65 6887 3400 Fax: +65 6235 7760 Email: hr@cwmission.org Website: www.cwmission.org

Company Registration: 201206146Z

Key Roles & Responsibilities:

Payments

- Prepare PVs
- Reconcile payments & invoices with supplier statements
- Carry out due diligence check on new payee
- Issue payments on RBS Bankline
- Issue payments on Corpay platform
- Send out remittance advices
- Assist Singapore office with Corpay payments enquiries.
- Dealing with Corpay's queries and information requests regarding Singapore's Corpay payments.
- Dealing with expenses & reimbursement claims from staff & CWM's event participants
- Prepare and update monthly UK payment record
- Prepare and update monthly Singapore payment record
- Prepare and update monthly CWME payment record
- Assist Finance Manager with checking and analysing MS's Equals cards expenses
- Petty Cash keeping

Receipts

- Record cheques & cash received in Receipt log book
- Pay in cheques & cash received at bank accordingly
- Send out receipt acknowledge letters

Other Accountancy work

- Assist Finance Manager with monthly accounts preparation
- Assist Finance Manager with YE accounts preparation
- Assist Finance Manager with annual financial statutory audit, dealing with queries and information requests

Administration work & ad-hoc duties

- Open office mails, deal with or delivered to the right persons/department to deal with.
- Answering telephone calls and deal with enquiries.
- Drafting official notification letters
- Drafting covering letters to accompany official documents to send out
- Order office supplies, such as stationery, toilet papers, hand towels etc.
- Do weekly shopping of milk, fruits, tea coffee biscuits & other provision for office
- Water the office plants

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