**JOB TITLE:** Finance and Office Manager  
**DIVISION/DEPARTMENT:** Finance and Administration, Asia Secretariat

### 1. OVERALL PURPOSE OF JOB

The Finance and Office Manager will assist, organize and coordinate finance and office administration issues in order to ensure organizational compliance, effectiveness, efficiency and safety.

### 2. WORK RELATIONSHIPS

**REPORTING TO (LINE MANAGER):**  
Asia Regional Director

**REPORTING TO JOB HOLDER (LINE MANAGED STAFF):**  
None

**PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:**

- Asia Regional Director
- Heads of Divisions and Units
- Administration Team
- HR Director in Cambridge and team with regards to Human Resources Management
- Legal and Compliance Office in Cambridge on contracts, statutory obligations and risk management
- IT Director in Cambridge and team on IT systems and network
- The Finance team in the global Secretariat with regards to all financial matters

**PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK:**

Working with Asia BirdLife Partner staff (at all levels) in providing administrative support, reporting and payments and documentation as required.

**PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:**

Other External relationships and responsibilities will include:

- Corporate Secretary
- Suppliers of goods & services
- Landlord and Administrator of the office where the Secretariat holds a lease
- Staff from other NGO’s
- Government services as required
- External Auditors
2 (a). KEY WORKING RELATIONSHIPS GRID

<table>
<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BirdLife network / other NGOs</td>
<td>2</td>
<td>General public</td>
<td>2</td>
<td>Policy makers (institutional /politicians/ corporations)</td>
<td>1</td>
</tr>
<tr>
<td>BirdLife advisory groups, committees, reg. councils</td>
<td>1</td>
<td>Press &amp; media</td>
<td>1</td>
<td>Funding organisations (institutions, foundations, corporations)</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>1</td>
<td>Regulators/ legislators/ auditors</td>
<td>3</td>
<td>Individual donors/ members</td>
<td>1</td>
</tr>
<tr>
<td>Suppliers/service providers</td>
<td>3</td>
<td>Scientific community</td>
<td>1</td>
<td>VIPs/ royalty/ high worth individuals</td>
<td>1</td>
</tr>
</tbody>
</table>

Level of Contact
1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing BirdLife to highly influential people. Responsible for complex and sensitive/high risk communications.

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Financial:
- Liaising with the Finance Team in Cambridge and external accounting contacts
- Maintaining accurate and compliant financial records
- Supporting the audit process
- Assisting with the preparation of accounts and reports
- Assisting with annual budget, and monthly payroll and funding requests
- Assisting with preparation of financial reports for donors
- Entering transactions in the ERP system in a timely manner (BirdLife’s consolidated process of gathering/organizing data through an integrated software suite)
- Upkeeping day-to-day accounting activities for full set of accounts, processes and procedures
- Producing reports as required including reviewing financial content
- Overseeing Singapore statutory audit, in accordance the Financial Reporting Standards in Singapore (FRSs)
- Working closely with the Finance team for external audits and the ERP system

Administration:
- Maintaining an efficient information management system including contracts and project and program documents
- Liaising with the landlord and ensuring the good maintenance and repair of the office
- Managing contracts for all outsourced services and ensuring these are compliant and up-to-date
- Ensuring that appropriate stationery, business cards are available and comply with the BirdLife brand and logo
• Co-ordinating travel arrangements, meetings and related matters
• Arranging conferences, workshops and regional meetings in liaison with the Partnership and relevant staff
• Design and implement filing systems, ensure systems are maintained and current
• Point person for maintenance, mailing, shipping, supplies, equipment, bills
• Coordinating with IT department on all office equipment and programs

Compliance:
• Liaising with BirdLife’s Corporate Secretary
• Ensuring compliance with:
  o Companies Act
  o Charities Act
  o Ministry of Manpower Legislation
  o Personal Data Protection Act
  o Money laundering regulations
  o Banking related regulations
  o All relevant accounting and tax requirements
  o Reporting to the Singapore authorities
  o Other as required

Human Resources:
• Assisting with recruitment and indution of new staff including ensuring compliance with any work permits as may be required
• Managing personnel/ vacation/ time off/ sick leave records/ time sheets
• Preparation of employment documentation
• Facilitating staff performance appraisals
• Management of employment benefits
• Ensuring policies and procedures are compliant with Singapore legislation
• Managing the exit process including exit interview

Other tasks:
• Assist Regional Director in the preparation of the Annual Report to be submitted to the Commissioner of Charities

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Staff/ Consultants</td>
<td>Draft staff contracts for approval and signing by the Regional Director</td>
</tr>
<tr>
<td>Contracts – Service providers</td>
<td>Draft staff contracts for approval and signing by the Regional Director</td>
</tr>
<tr>
<td>Legal Responsibility</td>
<td>Compliance Officer; ensure legal matters are compliant with Singapore law</td>
</tr>
<tr>
<td>Other</td>
<td>None</td>
</tr>
</tbody>
</table>
5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum General Education</td>
<td>Educated to ACCA Level 2, degree level or equivalent experience in business, financial or other relevant area</td>
</tr>
<tr>
<td>Job Specific Education/Qualification</td>
<td>Knowledge of audit procedures</td>
</tr>
<tr>
<td>Job Specific Knowledge</td>
<td>Knowledge of:</td>
</tr>
<tr>
<td></td>
<td>• Financial Reporting Standards in Singapore (FRSs)</td>
</tr>
<tr>
<td></td>
<td>• Ministry of Manpower Legislation would be advantageous</td>
</tr>
<tr>
<td></td>
<td>• Audit procedures and risk management</td>
</tr>
<tr>
<td></td>
<td>• Government reporting and legislation</td>
</tr>
<tr>
<td>Experience</td>
<td>Solid experience in finance, administration and human resources</td>
</tr>
<tr>
<td>Management &amp; organisational skills</td>
<td>Excellent team player with a high level of confidentiality and efficiency, a desire to achieve; attention to detail, excellent organizational skills, self-motivated and proactive; ability to manage a challenging workload and meet tight deadlines</td>
</tr>
<tr>
<td>Communications skills</td>
<td>Good communication skills, including an aptitude for dealing diplomatically with people on all levels and of different cultures; builds positive relationships, with strong negotiation and influencing skills</td>
</tr>
<tr>
<td>Creativity &amp; Initiative</td>
<td>Creativity and initiative for finding variety of approaches to solve problems with practical solutions.</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>High proficiency in MS Office (especially Outlook, Word, Excel, Access and PowerPoint), as well as current accounting software</td>
</tr>
<tr>
<td>Languages</td>
<td>Fluency in English</td>
</tr>
<tr>
<td>Travel requirements</td>
<td>None</td>
</tr>
</tbody>
</table>

OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES
Discretion with confidential matters of all kinds

Prepared by: COO  
Date: 29 May 2023 (updated)