

# **Job Description: Accounts & Admin Executive Assistant**

**Location:** Prinsep Street Presbyterian Church, 77  
*Prinsep Street, Singapore 188649*

## **Position Overview**

Prinsep Street Presbyterian Church is seeking a diligent and skilled Accounts & Admin Executive Assistant to join our team.

### **Key Requirements:**

- Experience with cloud-based accounting software e.g. Xero.
- Proficiency in Microsoft Office 365.
- Strong attention to detail and interpersonal skills.
- Ability to support overall administrative efficiency of the church.

This role reports directly to the Church Manager and plays a key part in supporting the financial health and administrative operations of the church. The ideal candidate should be a reliable team player who thrives in a collaborative church environment and has a heart of relational and community building.

## **Key Responsibilities**

### **Financial Management**

- Maintain accurate financial records using Xero finance software.
- Manage and record weekly offerings, tithes, donations, and special project funds.
- Process vendor invoices, ministry expense claims, and staff reimbursements, ensuring proper authorization before payment in a timely manner.
- Perform monthly bank reconciliations and assist in preparing monthly financial statements
- Monitor and track church budgets to ensure all expenses are within approved limits. This includes the collation and compilation of annual budget reports.

- Provide timely financial reports to the Church Manager and Board detailing income, expenditure, and financial forecasts. This includes flag any financial concerns, e.g. cash flows liquidity or non-compliant to budget limit.

## **Administrative Duties**

- Manage daily operations of the church office, including greeting visitors, answering phones, and managing mail.
- Draft, edit, compile, and distribute the weekly church bulletin, and mass Community communications. This includes coordinating with the pastoral and worship teams to include all relevant information.
- Update and maintain church membership database to ensure records are accurate and up to date.
- Maintain office inventory, order supplies, and oversee church equipment (printers, office tech) Monitoring and maintain the upkeep of church office and premises, including managing service agreements with vendors.

## **Coordination and Support**

- Coordinate with the pastoral team and worship teams for Sunday services, ensuring seamless communication and logistics.
- Provide administrative support to various church functions and events as needed.
- Oversee the facilities bookings of church premises for Ministries usage and church weddings.

## **Qualifications and Skills**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Proven experience in financial management and administrative roles, preferably within a church or non-profit organization.
- Proficiency in using cloud-based finance software, particularly Xero.
- Strong knowledge of Microsoft Office 365, including Word, Excel, and PowerPoint.
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented and able to maintain high levels of accuracy.
- Commitment to the mission and values of Prinsep Street Presbyterian Church.

## Working Conditions

- This is a full-time position based at Prinsep Street Presbyterian Church.
- Occasional weekend and evening work may be required, particularly around key church events and services.

## Application Process

For any enquiries and clarifications on the recruitment, please contact Mr Choo Wai How (Church Manager) via email ([office@pspc.org.sg](mailto:office@pspc.org.sg)) or call the church office at **6337 0595**.

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and why they are interested in this position. Applications should be sent to [office@pspc.org.sg](mailto:office@pspc.org.sg) ; [sessionclerk@pspc.org.sg](mailto:sessionclerk@pspc.org.sg) by **31 July 2026**.

Prinsep Street Presbyterian Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We look forward to welcoming a dedicated and skilled Accounts & Admin Executive Assistant to our team to help us continue our mission and serve our community effectively.